



	<p>c. TPAC Membership A motion by the Tukwila Pool Metropolitan Park District Board of Commissioners (TPMPD BOC) to accept TPAC application(s)</p> <p>d. Maintenance and CIP Update – Status update (discussion) Review and discuss proposed CIP and Maintenance &amp; Repair list changes before the TPMPD BOC.</p> <p>(1) Review CIP list (2) Discuss procurement of Floor Industry expert consultant (3) Discuss M&amp;R items.</p> <p>e. Budget for 2016 (discussion) Last month a budget committee was appointed, chaired by Verna Seal. The Executive Committee is working along with them and Accountant Alan Dance on the budget.</p> <p>Worksheet Profit &amp; Loss Budget for 2016</p> <p>f. Levy Limit Assessment Annual Property Assessment and Levy Request for the TPMPD</p> <p>g. Vendor and Employment Contracts (discussion) Contracts with Vendors: Accountant Alan Dance, Attorney Brian Snure. Contracts with Employees: Administrative Director Kim McCoy, and Aquatic Manager Dave Perkins. Said contracts are due to expire soon. Consider renewals.</p> <p>h. Marketing for November Special Event, note upcoming events (1) [Exhibit A] November Event – ‘Turkey Races’ – Nov. 21<sup>st</sup> (2) December ‘Winter Fiesta’ – Dec. 19<sup>th</sup></p> <p>i. Next TPMPD Executive Committee meeting is proposed for Thursday, November 5th, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S 144<sup>th</sup>, Tukwila, WA 98168</p> <p>j. Next TPMPD Board of Commissioners meeting is proposed for Thursday, November 19, 2015, 6:30 p.m. at Valley View Sewer District Conference Room located at 3460 S. 148<sup>th</sup> Suite 100, Tukwila, WA 98168</p>	<p><b>Pg. 51</b></p> <p><b>Pg. 54</b> <b>Pg. 58</b></p> <p><b>Pg. 62</b></p> <p><b>Pg. 65</b></p> <p><b>Pg. 74</b></p> <p><b>Pg. 97</b></p>
<b>7. MISCELLANEOUS</b>		
<b>8. EXECUTIVE SESSION</b>	<p>The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110</p>	
<b>9. ADJOURNMENT</b>		

## Tukwila Metropolitan Park District Mission, Vision, Core Values and Goals

### Mission Statement

*The mission of the Tukwila Pool Metropolitan Park District is to provide the best run municipal aquatics program in the state.*

### Vision Statement

*Our vision is to provide a sustainable and efficient pool that exceeds the community's needs.*

### Core Values

- **Programming** – Offer programming and public use times that are responsive to the demands of the community and contribute to the overall health and wellness of the community.
- **Education** – Offer an aquatic education program to teach the lifelong skill of swimming and promote safe behaviors in, on and around the water to individuals of all abilities.
- **Dependability/Sustainability** – Conduct business in a manner that ensures the community can come to depend on aquatics as an available service they can enjoy for generations to come.
- **Atmosphere** – We will create an inviting, supportive, and caring atmosphere that community members have ownership of and want to be a part of.
- **Partnership** – Foster a spirit of collaboration and creativity in order to be prepared to work with other community service providers to enhance the services available for community members.
- **Fun** – Work at providing fun and enjoyable activities for all ages and abilities

### Goals:

- A. To operate a financial self-sustaining aquatics program.
  - a. Develop long term plan
  - b. Ensure efficient operations
  - c. Capitalize on grants/funding opportunities
  - d. Develop business partnerships
- B. To provide a pool that is a safe haven.
  - a. Maintain and provide continued training to ensure qualified lifeguards and staff
  - b. Ensure a safe and healthy place to recreate and learn
  - c. Protect kids
  - d. Coordinate water safety education
- C. To be welcoming and inclusive to all.
  - a. Create an inviting facility
  - b. Address transportation needs
  - c. Maintain high performance employees
  - d. Eliminate barriers
- D. To maintain and support community involvement in the pool.
  - a. Address transportation for kids
  - b. Promote swimming within school district(s) physical education programs
  - c. Develop regional partnerships
  - d. Growing investments
- E. To provide creative and relevant programs
  - a. Provide long-term aquatic operations
  - b. Deliver swim opportunities to all in the District
  - c. Have the best swim team in the state
  - d. Offer free open swim – community swim
- F. To provide annual performance reporting to the community.
- G. Continue to review governance.

## TUKWILA METROPOLITAN PARK DISTRICT

**September 24, 2015 6:30 p.m.**  
**VALLEY VIEW SEWER DISTRICT CONFERENCE ROOM**

### BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

#### **CALL TO ORDER**

Board President Kruller called the Regular Meeting of the Tukwila Metropolitan Park District (MPD) to order at 6:35 p.m.

#### **TUKWILA METROPOLITAN PARK DISTRICT COMMISSIONERS**

Present were Joe Duffie, Verna Seal, Kathy Hougardy, De'Sean Quinn and Kate Kruller.

**MOVED BY HOUGARDY, SECONDED BY DUFFIE TO EXCUSE ALLAN EKBERG. MOTION CARRIED 5-0.**

Marissa Fitzgerald led the Pledge of Allegiance.

#### **TUKWILA METROPOLITAN PARK DISTRICT REPRESENTATIVES**

Dave Perkins, Aquatics Manager; Marissa Fitzgerald, Assistant Aquatics Manager; Kim McCoy, Administrative Director and Brian Snure, Attorney

#### **CONSENT AGENDA**

**MOVED BY SEAL, SECONDED BY DUFFIE TO APPROVE THE AGENDA. MOTION CARRIED 5-0**

#### **CITIZEN COMMENTS (Limited to 4 minutes)**

There were no citizen comments

#### **CONSENT AGENDA**

- a. Approval of Minutes: 8/27/2015
- b. Approval of Vouchers: 9-02-2015; 9-14-2015; 9-17-2015; 9-22-2015

**MOVED BY DUFFIE, SECONDED BY SEAL TO APPROVE THE CONSENT AGENDA AS WRITTEN. MOTION CARRIED 5-0.**

#### **REPORTS**

##### a. Commissioners

Commissioner Hougardy reported that she attended the last pool event. Attendance by the public was lower than she had expected, but everyone seemed to enjoy the event.

Commissioner Seal said that she had found a box of older TMPD documents stored at her house. She went through them and took out papers she thought might be important. The rest of the box she has given to Mr. McCoy.

##### b. Executive Committee

No meeting was held.

##### c. Administrative Director

Mr. McCoy stated that on page 9 of the packet, there was a customer request for a shorter time length pool pass as the quarterly family pass is \$342 for residents, \$430 for non-residents. For working families, this can be a large sum of money to come up with all at once. Mr. McCoy would like to recommend the Pool consider monthly passes at \$124 for residents and \$155 for non-residents.

The Board and Mr. McCoy discussed the different options and prices that may be available; however, this arrangement would take policy change. The Commissioners agreed that this needs more research and proposed policy change.

Commissioner Quinn said that is the Board's responsibility to take a good look at this, but keeping revenue in mind. Being a self sustaining pool, revenue is what keeps the pool open.

Commissioner Hougardy agrees this needs to be studied from multiple viewpoints and action taken slowly to see the impact lower prices could have on revenue streams.

Board President Kruller would like to see the whole dashboard of what the revenue is now on passes and how the proposed rate changes would impact the pool. After that data has been put together, and then a conversation with Mr. Dance would be in order. Ms. Kruller also suggested some more creative ways people might get discounted passes such as doing volunteer work for the pool. But again, this needs to be taken under advisement. She would like to ask that TPAC look at it first and then submit a proposal after they have studied the issue.

Mr. McCoy stated that there is the scholarship program available, which has primarily been used for swim lessons, but can be used for monthly memberships if families meet the qualifications.

Mr. Perkins has heard citizens inquire about monthly passes and he feels the prices may be a bit high for some folks, but agrees more study is needed.

Mr. McCoy reported that there are some technology items that need to be handled such as the network security firewall license that will be expiring at the end of the year and needs to be renewed. Mr. McCoy spoke with Cascade Computers and their recommendation was to purchase the two-year license extension as that is most cost effective. There are some firmware and software updates also needed. He will bring in a more formal proposal, including costs, for this work at the next meeting.

Board President Kruller stated that there was a huge drain on the technology budget in setting up and moving the operation to be self-sustaining. In future years, this will not be the case, but the Board should look at the budget carefully next year to see that technology is adequate funded. She asked Mr. Dance for recommendation for handling these issues.

Mr. Dance stated that funds can be moved over, if the Board agrees, from budget items that have not been used. The budget was set up with little background to base it on for the large purchases and professional services that were needed. His recommendation is to not move money in the budget at this time.

Commissioner Hougardy suggested that this conversation be continued in item 'e' so that the Aquatics Manager can give his report.

Commissioner Duffie asked if the pool is working within the budget or is it experiencing cost overruns.

Mr. Dance replied that the pool is earning less than anticipated, but the expenses are very close to the budgeted amounts.

Board President Kruller stated this needs more study, but things like firewalls and flooring are very important items that need to be handled quickly. Other things, such as sound abatement, can wait.

Commissioner Quinn said that it is important that the budget and spending are discussed and the Board needs to know if the pool is operating under deficit spending.

Board President Kruller said that her interest in knowing the break-even point in the transition is still at the top of her list, but knowing if the pool is going to be able to continue operating is more important. She feels the Board needs to start working on the draft budget with TPAC.

Commissioner Seal feels these issues with technology and the license are items that must be done, other things like upgrades are nice, but can wait.

The consensus of the Board is to have the SonicWALL license extended before it runs out at the end of the year.

d. Aquatics Manager

Mr. Perkins introduced the new Assistant Aquatics Manager Marissa Fitzgerald. Swim teams are now meeting at the pool for Kennedy and Foster High Schools. White Water is with the pool again and will have a meet after the Special Event on Saturday October 17<sup>th</sup>. There are three day care classes taking lessons at the pool. There are also two scuba teams and one synchronized swimming team using the pool as well. Forth quarter swim lessons start next week. The PE classes have started from Foster High School every day from 12:45 p.m. to 2:30 p.m. Therapy classes will start soon and Mr. Perkins will report back on how that works.

e. Financial Support Services – GDM Financial Solutions

- (1) Balance Sheet – August 31, 2015
- (2) Profit and Loss – August 2015
- (3) Budget vs. Actuals January – August 2015
- (4) Property Tax Proceeds Chart 2015 Budget vs. Actual

Mr. Dance asked the Board to turn to page 22 in the packet. This is the first page of the balance sheet which has the three cash accounts listed. He documented where these monies come from and what expenditures are made. He drew attention to the account called 'Credit Card Clearing'. This is the account that Rec 1 deposited monies into not belonging to the pool and Rec 1 has now sent a check to the Acworth Football and Cheerleading Association to correct the issue. Now TPMPD will reimburse Rec1 minus expenses, but the net amount has yet to be determined.

Page 23 details the revenue side of the financial statement. The pool is having great success with rental income. In October, the property taxes will be paid, so that will increase the coffers.

Board President Kruller asked if this current budget will be a good footprint to start from on next year's budget.

Mr. Dance said there should be more information from 2013, 2014 and 2015 to compare and look back on when forming the 2016 budget.

Board President Kruller feels the Board needs to be actively involved with the budget process along with Mr. Dance and TPAC.

Commissioner Seal proposes that the Board have a draft budget workshop to get a base before handing the task to TPAC.

Board President Kruller would like to have more clarity as to what is the expected outcome of looking at past budgets. Going to the City and digging up the budgets and expecting lay people to understand the numbers may not be the best use of time. The Board and others depend on professionals to handle this type of research. She would like to see some kind of plan going forward. She knows how to form budgets, but is concerned that fiduciary obligations may not be met.

Commissioner Quinn feels the Board needs to hear from Mr. Dance on what he would need from the Board to begin the budget process.

Mr. Dance said the information on the past budgets should be available from the City. Trends need to be studied of the revenue before versus now and where the expenses were in the past.

Vanessa Zaputil (in the audience) stated that most of this information is available online and she has a line item budget from the City that may be helpful.

Board President Kruller will be asking for a Budget Committee chair. Commissioner Seal volunteered to chair the Budget Committee

Commissioner Seal asked Mr. Dance what exactly he would like to see as far as information from the Budget Committee to start the conversation in October.

Mr. Dance stated that he needs the research from the past two or three years and what categories are needed to meet the pool's needs. He also needs to have good identifiers and descriptions of each line item.

Mr. McCoy stated that he would get the budget information from the last two years and send it out the first part of next week to Mr. Dance and the Board.

Commissioner Seal will get the actual revenues for the last couple of years.

Mr. Perkins is requesting more GL accounts so he can follow the budget more closely. He will go through what is there now and be specific about the categories he feels are necessary.

Board President Kruller would like to use the Executive Committee meetings and devote them to budget concerns for the rest year if everyone agrees to that.

All information will go to Mr. Dance and he will build a master budget with feedback from the Board. He will attempt to have a budget template at the next TPAC meeting.

f. Tukwila Pool Advisory Committee (TPAC):

(1) TPAC Chair report

Vanessa Zaputil submitted the TPAC report. The attendance was lower at the last event. TPAC feels this was due to school being out so that school distribution was not there for this event. The backpack distribution is critical to getting higher attendance. The October event will feature a floating pumpkin patch and the first 100 kids will get a pumpkin. TPAC is requesting that a member of the pool staff be at these events. TPAC will be attending the Executive Committee meeting to assist with the budget.

(2) TPAC Minutes of August 1, 2015

## **BUSINESS ITEMS**

a. Adopt Employee Handbook (Appendix A)

Brian Snure reformatted the Employee Handbook and removed some sections that would be difficult to enforce. He also consolidated a few items and clarified the travel expenses. Most policies are in good shape. He recommends approval.

Note: The Employee Handbook was reviewed and re-enumerated by attorney Brian Snure. The document is provided here to consider for adoption.

- (1) A motion by the Tukwila Pool Metropolitan Park District (TPMPD) and the Board of Commissioners (BoC) to adopt the Employee Handbook.

**MOVED BY SEAL, SECONDED BY DUFFIE TO APPROVE AND ADOPT THE EMPLOYEE HANDBOOK. MOTION CARRIED 5-0.**

b. TPMPD Governance Change – Status update (discussion)

- (1) Proof copy of text of City of Tukwila Proposition 1 for inclusion in the King County Elections Voters Pamphlet for the November 3<sup>rd</sup> elections.

There was a complaint that Commissioner Duffie spoke at a School Board Meeting as a Pool Board member. Mr. Snure read the minutes of the meeting and determined that Commissioner Duffie made it clear that he was speaking as a citizen and not a member of any Board or Council.

At 8:13 Commissioner Quinn left the meeting.

c. TPAC formation

Attorney Brian Snure presented 2015-9 (20) regarding the change to a five person makeup of the TPAC Advisory Committee.

**MOVED BY SEAL, SECONDED BY HOUGARTY TO HAVE THE RESOLUTION READ BY TITLE ONLY. MOTION CARRIED 5-0.**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TUKWILA POOL METROPOLITAN PARK DISTRICT REPEALING RESOLUTIONS 8, 10 AND 11 AND AUTHORIZING THE REVISED ESTABLISHMENT OF THE TUKWILA POOL ADVISORY COMMITTEE.**

**MOVED BY SEAL, SECONDED BY HOUGARTY TO ADOPT RESOLUTION 2015-9 (20) AS WRITTEN. MOTION CARRIED 5-0.**

d. Maintenance and CIP Update – Status update (discussion)

CIP issues for the most part have been raised to TPAC for study and review. Staff will notify TPAC and the BoC of items they believe to be of high priority as regards safety or operations.

- (1) Pool & Shower Room Floor Surface – Armorclad

Mr. McCoy stated that he was in touch with Armorclad, which is the company that originally installed the floor. There is a one year warranty against defects; however, slippery when wet is not considered a defect. The floor was installed according to customer order; however, troweled installation was recommended at the time. The company warned the previous operator that more maintenance would be needed on this floor yearly. To perform the recommended maintenance would cost about \$9,000 and would take three days to complete. To upgrade to the troweled installation would cost about \$45,000 and take three weeks to finish. There is a troweled section installed by the lift chair and there have been no reported slips on that section.

Commissioner Seal asked Mr. McCoy to use MRC roster to obtain other flooring bids through the Small Works roster.

Mr. McCoy and Mr. Snure will work together getting the RFIs out to receive three bids as soon as possible. The number one priority is to protect against falls and potentially liability.

If the estimates can be done by October 7<sup>th</sup>, the Executive Board will study them during that meeting.

Ellen Gengler (in the audience) suggested mats in the interim to prevent falls.



Mr. Perkins will look into the price of these mats and he has the Board's approval to purchase these mats, if costs are reasonable, to use until the flooring can be sorted out.

## (2) Natatorium Lighting Replacement

This item is suspended for tonight's meeting and will be taken under advisement at a later date.

e. Marketing for October Special Event, note upcoming events

- (1) October Event – 'Pumpkin Plunge' – Oct. 17th
- (2) November Event – 'Turkey Races' – November 21st
- (3) December 'Winter Fiesta' – December 19th

f. Next TPMPD Executive Committee meeting is Wednesday, October 7, 2015 at 5:30 p.m. at the Tukwila Pool facility located at 4414 S. 144th, Tukwila, WA 98168.

g. Next TPMPD Board of Commissioners meeting is Thursday, October 22, 2015 at 6:30 p.m. at Valley View Sewer District, Conference Room located at 3460 S. 148th Suite 100, Tukwila, WA, 98168.

## **MISCELLANEOUS**

There were no miscellaneous items.

## **ADJOURNMENT**

**8:40 p.m. MOVED BY DUFFIE, SECONDED BY SEAL THAT THE TUKWILA METROPOLITAN PARK DISTRICT MEETING BE ADJOURNED. MOTION CARRIED 5-0.**

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Kate Kruller, President, Board of Commissioners



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 09/29/2015  
 Total Amount: \$1,287.95  
 Control Total: 4  
 Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District  
 File Name: AP\_TUKPLMPD\_APSUPINV\_20150925141730.csv  
 Fund #: 175910010

## CONTACT INFORMATION

Preparer's Name: Alan R Dance

Email Address: TPMPD@forprivateclients.com

## PAYMENT CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

*[Signature]* 09-28-2015

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

## SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
 Attn: Special Districts  
 401 5th Avenue, Room 323  
 Seattle, WA 98104  
 Email: SpecialDist.AP@kingcounty.gov  
 Fax: (206) 263-3767

## KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_

# Tukwila Pool Metropolitan Park District Transaction Report All Dates

Date	Num	Name	Mem	Description	Split	Amount
09/21/2015	984841	Alarm Center, Inc.	October Monitoring Fee	48.2 Operational Expenditures: Services: Miscellaneous: Memberships and Dues		85.00
09/09/2015	16226038	Broadview Networks	Monthly Line charges	42.1 Operational Expenditures: Services: Communications: Telephone		478.31
09/16/2015	20150916	Century Link	Sept Business Line Charge	42.1 Operational Expenditures: Services: Communications: Telephone		102.50
09/17/2015	304411	Walter E. Nelson Co.	Cleaning Supplies/ Tissue	33.3 Operational Expenditures: Supplies: Maintenance and Repairs Supplies: Cleaning and Janitorial Supplies		622.14
TOTAL \$						1,287.95



# Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20150925141730.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			984841	09/21/2015	\$85.00	
BROADVIEW NETWORKS			16226038	09/09/2015	\$478.31	
CENTURY LINK			20150916	09/16/2015	\$102.50	
WALTER E NELSON CO			502246	09/18/2015	\$622.14	



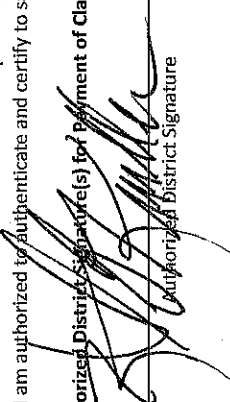
# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/01/2015  
 Total Amount: \$8,725.99  
 Control Total: 7  
 Payment Method: WARRANT

District Name: Tukwilla Pool Metropolitan Park District  
 File Name: AP\_TUKPLMPD\_APSUPINV\_20150929152626.csv  
 Fund #: 175910010

<b>CONTACT INFORMATION</b>	
Preparer's Name: <b>Alan R Dance</b>	Email Address: <b>TPMPD@forprivateclients.com</b>

<b>PAYMENT CERTIFICATION</b>		RCW (42.24.080)
I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).		
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) : 		Date <b>10-7-2015</b>
Authorized District Signature	Authorized District Signature	Date
Authorized District Signature	Authorized District Signature	Date
Authorized District Signature	Authorized District Signature	Date

**SUBMIT SIGNED DOCUMENT TO:**  
 King County Accounts Payable  
 Attn: Special Districts  
 401 5th Avenue, Room 323  
 Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov  
 Fax: (206) 263-3767

<b>KING COUNTY FINANCE USE ONLY</b>	
Batch Processed By	
Date Processed	

**Tukwila Pool Metropolitan Park District**  
**Transaction Report**  
 All Dates

Date	Num	Name	Memo/Description	Split	Amount
09/29/2015	9633	Aquatic Specialty Services, Inc	Monthly Service charge for Clean/Calibration and Pulser Briquettes purchase	-Split-	685.47
08/09/2015	20150909	Broadview Networks	Monthly Line charges - August	41.2 Operational Expenditures:Services:Professional Services:Transaction Services:Merchant Fees	445.88
09/05/2015	53486	GDM Private Financial Solutions	August Accounting Service & Audit Service	-Split-	1,613.89
08/22/2015	20150922	Jeri Frangello	Items purchased for Swimming Safari Event Paid by Jeri Frangello	32.3 Operational Expenditures:Supplies:Program Supplies and Equipment:Camps and Special Events	157.33
09/23/2015	20150923-1	Puget Sound Energy	Monthly Natural Gas Charges	46.2 Operational Expenditures:Services:Utility:Gas	4,434.20
09/23/2015	20150923-02	Seattle City Light	Aug Energy Bill	46.1 Operational Expenditures:Services:Utility:Electrical	1,312.81
09/05/2015	20150923	Water District No. 125	Late Fee	46.3 Operational Expenditures:Services:Utility:Water	76.41
<b>TOTAL \$</b>					<b>8,725.99</b>

KC v2.0

# Special District Voucher Approval Document



File Name: AP\_TUKPLMPD\_APSUPINV\_2015092915152626.csv

District Name: Tukwilla Pool Metropolitan Park District

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC			9633	09/29/2015	\$685.47	
BROADVIEW NETWORKS			20150809	08/09/2015	\$445.88	
GDM PRIVATE FINANCIAL SOLUTIONS			53486	09/05/2015	\$1,613.89	
JERI FRANGELLO			20150922-02	09/22/2015	\$157.33	
PUGET SOUND ENERGY			20150923-02	09/23/2015	\$4,434.20	
SEATTLE CITY LIGHT			20150923-03	09/23/2015	\$1,312.81	
WATER DISTRICT NO. 125			20150923-01	09/23/2015	\$76.41	



# Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 10/09/2015  
Total Amount: \$13,339.39  
Control Total: 7  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20151007092522.csv  
Fund #: 175910010

## CONTACT INFORMATION

Preparer's Name: Alan R Dance

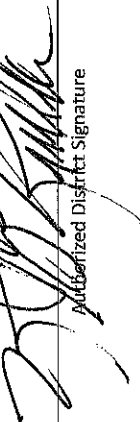
Email Address: TPMPD@forprivatedclients.com

## PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signatures for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

 10-7-2015  
Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

Authorized District Signature Date

## SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104

KING COUNTY FINANCE USE ONLY

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_



# Tukwila Pool Metropolitan Park District Transaction Report

All Dates

Date	Num	Name	Memo/Description	Split	Amount
09/30/2015	32474299	Airgas National Carbonation	CO2 Data Batch	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	135.37
10/05/2015	MB-01974	City of Tukwila	Oct. Startup loan payment	-Split-	10,121.48
09/28/2015	20150928	Comcast	Sep High speed internet charge	42.3 Operational Expenditures:Services:Communications:Website/Internet	157.11
10/01/2015	S1277091	Lincoln Aquatics	Pool Maintenance	47.2 Operational Expenditures:Services:Repairs and Maintenance:Equipment Repairs/Maintenance	111.76
09/24/2015	20150924	Orkin Pest Control	Sep Scheduled Pest Control Service	41.8 Operational Expenditures:Services:Professional Services:Misc. Services	79.30
10/01/2015	REC1-005582	REC1	Software fees	41.2 Operational Expenditures:Services:Professional Services:Transaction Services/Merchant Fees	138.37
10/01/2015	20151001	Snure Law Office, PSC	11.8 hours of Professional Services	41.3 Operational Expenditures:Services:Professional Services:Legal Services	2,595.00
<b>TOTAL \$</b>					<b>13,339.39</b>



# Special District Voucher Approval Document

KC v2.0

District Name: Tukwilla Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20151007092522.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32474299	09/30/2015	\$135.37	
CITY OF TUKWILA			MB-01974	10/05/2015	\$10,121.48	
COMCAST			20150928-1	09/28/2015	\$157.11	
LINCOLN AQUATICS			S1277091	10/01/2015	\$111.76	
ORKIN PEST CONTROL			20150924-1	09/24/2015	\$79.30	
REC1			REC1-005582	10/01/2015	\$138.37	
SNURE LAW OFFICE, PSC			20151001-1	10/01/2015	\$2,596.00	



# Special District Voucher Approval Document

KC V2.0

Scheduled Payment Date: 10/19/2015  
Total Amount: \$13,899.26  
Control Total: 11  
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District  
File Name: AP\_TUKPLMPD\_APSUPINV\_20151015093344.csv  
Fund #: 175910010

## CONTACT INFORMATION

Preparer's Name: Alan R Dance

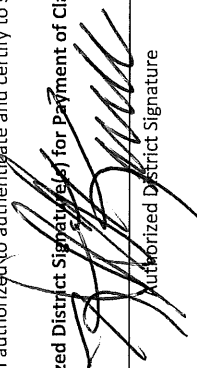
Email Address: TPMPD@forprivateclients.com

## PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signatory for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

 10-19-2015  
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

## SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable  
Attn: Special Districts  
401 5th Avenue, Room 323  
Seattle, WA 98104  
Email: SpecialDist.AP@kingcounty.gov  
Fax: (206) 263-3767

## KING COUNTY FINANCE USE ONLY:

Batch Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_

# Tukwila Pool Metropolitan Park District

## Transaction Report

All Dates

Date	Num	Name	Memo/Description	Split	Amount
09/30/2015	32467251	Airgas National Carbonation	Carbon Dioxide Liquidator I	33.2 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Pool Chemicals	78.31
08/20/2015	980947	Alarm Center, Inc.	Monthly Monitoring Fee	41.6 Operational Expenditures:Services:Professional Services:Security Services	85.00
08/14/2015	20150814	Diane Myers	Prizes, Cake, and Ice purchased by Diane Myers	32.3 Operational Expenditures:Supplies:Program Supplies and Equipment:Camps and Special Events	47.02
10/12/2015	3076	Lady of Letters, Inc	160 Minutes of Meeting Room Rental	513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	410.00
07/13/2015	2998	Lady of Letters, Inc	100 Minutes of Meeting room rental	513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	355.00
10/06/2015	1993015	McKinstry Co LLC	October Preventive Maintenance Service	47.1 Operational Expenditures:Services:Repairs and Maintenance:Facility Repairs/Maintenance	1,287.99
10/05/2015	95570108	Ricoh USA, Inc.	Oct. Copier & Printer Monthly Rent	31.3 Operational Expenditures:Supplies:Office Supplies:Printing and Copying Supplies	236.70
09/23/2015	9863	Tukwila School District No. 406	Annual Base Pool Rental per Contract	44.3 Operational Expenditures:Services:Rentals and Leases:Facility Ground Lease	10,950.00
10/05/2015	201510050309	Valley View Sewer District	August & September Rental	513.21 Non-Operational Expenditures:Advisory Services:Board of Commissioners/Meetings/Advisory	120.00
10/06/2015	504903	Walter E. Nelson Co.	Liquid Soap Disp. Purchase	33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	33.23
10/06/2015	504564	Walter E. Nelson Co.	Towel Roll, Urinal Screen Wave Purchase	33.3 Operational Expenditures:Supplies:Maintenance and Repairs Supplies:Cleaning and Janitorial Supplies	296.01
TOTAL					\$ 13,899.26



# Special District Voucher Approval Document

KC V2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP\_TUKPLMPD\_APSUPINV\_20151015093344.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			32467251	09/30/2015	\$78.31	
ALARM CENTER, INC.			980947	08/20/2015	\$85.00	
DIANE MYERS			20150814-02	08/14/2015	\$47.02	
LADY OF LETTERS, INC			3076	10/12/2015	\$410.00	
LADY OF LETTERS, INC			2998	07/13/2015	\$355.00	
MCKINSTRY CO LLC			1993015	10/06/2015	\$1,287.99	
RICOH USA, INC.			95570108	10/05/2015	\$236.70	
TUKWILA SCHOOL DISTRICT NO. 406			0000009863	09/23/2015	\$10,950.00	
VALLEY VIEW SEWER DISTRICT			201510050309	10/05/2015	\$120.00	
WALTER E NELSON CO			504903	10/09/2015	\$33.23	
WALTER E NELSON CO			504564	10/07/2015	\$296.01	

TO: **Tukwila Pool MPD Board**

FROM: Dave Perkins

DATE: October 14, 2015

SUBJECT: **Family Pass Discussion**

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**ISSUE**

Family Pass recommendation

**FINANCIAL IMPACT**

Potential increase in revenue

**BACKGROUND**

At the September TPMPD Meeting, the Board discussed the Family Pass and the possibility of a monthly rate. Staff was asked to present options to the Board at the October Meeting.

**DISCUSSION**

Currently the Tukwila Pool offers a 3 Month Family Pass for \$342 (Residents) and \$430 (Non Residents). These rates were established by the previous operators and, as with all rates, were continued when the pool began self-operations in January. Since January the pool has sold one 3 Month Family passes. Based on patron observations it is difficult to pay for 3 months at a time (in a single payment). They would prefer to pay in one-month increments.<sup>7</sup>

After researching Family Pass rates in the area staff found that the Tukwila Pool 3 Month Family Pass was priced between 24% and 187% greater than surrounding area pools. Several pools offered monthly passes whose fees were either equivalent to or less than two of their adult passes rate.<sup>7</sup>

Based on our pool patrons' demographics, staff recommends that by replacing the 3 Month Family Pass with a 1 Month Family Pass at the rate equal to two adult monthly passes, it will better serve our patron's needs of affordability, while remaining competitive with our surrounding pools.

To meet the winter brochure deadline, Board approval would need to happen prior to Oct.31, 2015.

**RECOMMENDATIONS**

TPMPD staff recommend replacing the 3 Month Family Pass with a 1 Month Family Pass at the rate of \$78 for residents and \$98 for non-residents.

FAMILY PASSES			
	1 Month	3 Month	Annual
Tukwila Pool		\$342 - \$430	
Des Moines -Mt Rainier		\$250 - \$275	\$600 - \$660
Kent Meridian			\$600 - \$660
Evergreen		\$275	
Covington		\$225 - \$275	\$450 - \$550
King County Aquatics Center		\$275	\$650
Bainbridge Island	\$81		\$680
Mercer Island (Mary Waite)	\$70		
Issaquah – Julius Boehm	\$60	\$150	\$500



## Tukwila Pool MPD

Check-In Tukwila Pool

TPMPD / Catalog

Account



New Cart



UPC Scan

Activities / Classes

23

Facility Rentals

12

POS

17


Cart  
Empty

## MEMBERSHIPS



## 1 Month Memberships

One Month Memberships

1 Month Adult

Tukwila Pool

18/up

Daily

08/25-12/31

\$39 / \$49

1 Month Youth/Veteran/Senior

Tukwila Pool

All Ages

Daily

08/25-12/31

\$28 / \$35

Proposed 1 month Family Membership

1 Month Family (2 adults, children) Tukwila Pool

All Ages

Daily

08/25-12/31

\$78 / \$98



## 10 Visit Memberships

One Month Memberships

10x Adult

Tukwila Pool

18/up

Daily

08/25-12/31

\$36 / \$40

10x Youth/Veteran/Senior

Tukwila Pool

All Ages

Daily

08/25-12/31

\$27 / \$30





### 3 Month Memberships

One Month Memberships

<b>3 Month Adult</b>	Tukwila Pool	18/up	Daily	08/25-12/31	<b>\$105 / \$132</b>
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Existing 3 month Family Membership

<b>3 Month Family (2 Adults &amp; C...</b>	Tukwila Pool	18/up	Daily	08/25-12/31	<b>\$342 / \$430</b>
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<b>3 Month Youth/Vet/Senior</b>	Tukwila Pool	All Ages	Daily	08/25-12/31	<b>\$66 / \$83</b>
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### Annual Memberships

<b>1 Year Adult</b>	Tukwila Pool	18/up	Daily	01/28-12/31	<b>\$308 / \$388</b>
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<b>1 Year Youth/Vet/Senior</b>	Tukwila Pool	All Ages	Daily	01/28-12/31	<b>\$187 / \$236</b>
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### Exercise Pass 10 Visit

Exercise Pass 10 Visit

<b>10x Exercise Adult</b>	Tukwila Pool	18/up	Daily	09/01-12/31	<b>\$52 / \$55</b>
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<b>10x Exercise Veteran/Senior</b>	Tukwila Pool	18/up	Daily	09/01-12/31	<b>\$42 / \$44</b>
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# Tukwila Pool Metropolitan Park District

## BALANCE SHEET

As of September 30, 2015

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
US Bank (King County) - 2969	94,216.57
US Bank Deposit Acct - 8744	40,813.21
US Bank Payroll - 5669	55,337.18
US Bank Sweep Acct - 7414	0.00
<b>Total Bank Accounts</b>	<b>190,366.96</b>
<b>Other current assets</b>	
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	-24,004.94
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
TPMPD Scholarship Fund (US Bank 8744)	10,000.00
<b>Total Other current assets</b>	<b>-13,854.94</b>
<b>Total Current Assets</b>	<b>176,512.02</b>
<b>Fixed Assets</b>	
Building & Improvements - Bond	0.00
Building & Improvements - Bridge Loan	0.00
Tukwila City Pool - Building	2,032,757.62
Tukwila City Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation	-256,869.80
<b>Total Fixed Assets</b>	<b>1,806,152.19</b>
<b>Other Assets</b>	
CIP Reserve (US Bank 8744)	140,000.00
<b>Total Other Assets</b>	<b>140,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$2,122,664.21</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

#### Accounts Payable

Accounts Payable	20,613.10
<b>Total Accounts Payable</b>	<b>20,613.10</b>
<b>Credit Cards</b>	
US Bank Dave CC - 2990	224.68
<b>Total Credit Cards</b>	<b>224.68</b>
<b>Other Current Liabilities</b>	
Deferred Revenue	0.00
Payroll Liabilities	
Employee Withholdings	
Federal Tax	0.00
FICA	0.00
L&I	370.54
<b>Total Employee Withholdings</b>	<b>370.54</b>
L&I Payable	556.55
<b>Total Payroll Liabilities</b>	<b>927.09</b>
Uncashed Payroll Checks	1,689.23
Unearned Revenue	1,089.06
<b>Total Other Current Liabilities</b>	<b>3,705.38</b>
<b>Total Current Liabilities</b>	<b>24,543.16</b>
<b>Long-Term Liabilities</b>	
Bond Payable	753,684.31
Bridge Loan Payable	862,634.14
<b>Total Long-Term Liabilities</b>	<b>1,616,318.45</b>
<b>Total Liabilities</b>	<b>1,640,861.61</b>
<b>Equity</b>	
Additional Funds from City	185,843.71
Bond Principle Paid By Tukwila	196,778.87
Bridge Loan Principle Paid By Tukwila	159,859.37
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	200,079.74
Retained Earnings	-216,311.39
Net Income	-16,212.61
<b>Total Equity</b>	<b>481,802.60</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,122,664.21</b>

# Tukwila Pool Metropolitan Park District

## PROFIT AND LOSS

September 2015

	Total	
	Sep 2015	Jan - Sep, 2015 (YTD)
<b>INCOME</b>		
311.00 General Property Tax		
311.10 Real and Personal Property Tax	10,176.51	412,573.02
<b>Total 311.00 General Property Tax</b>	<b>10,176.51</b>	<b>412,573.02</b>
341.70 Sales of Merchandise		
341.72 Sales of Taxable Merchandise	76.70	201.37
<b>Total 341.70 Sales of Merchandise</b>	<b>76.70</b>	<b>201.37</b>
347.00 Cultural and Recreation		
347.31 Activity Fess (Pass Sales)	1,587.44	13,007.06
347.32 Activity Fees (General Admissions)	1,997.06	22,999.80
347.61 Program Fees (Swim Classes/Instruction)	4,691.36	50,721.11
347.62 Program Fees (Exercise Classes)	30.00	988.13
347.63 Program Fees (Camps and Special Events)	24.66	241.12
<b>Total 347.00 Cultural and Recreation</b>	<b>8,330.52</b>	<b>87,957.22</b>
361.90 Interest and Other Earnings		
361.10 Interest Earnings		90.75
<b>Total 361.90 Interest and Other Earnings</b>		<b>90.75</b>
362.00 Rents, Leases and Concessions		
362.41 Rentals (Short-Term) (One Time)	4,346.00	13,002.34
362.42 Equipment and Locker Rentals		246.66
362.52 Rentals (Long-Term) (Contracted)		11,049.08
<b>Total 362.00 Rents, Leases and Concessions</b>	<b>4,346.00</b>	<b>24,298.08</b>
367.10 Contributions from Private Sources		13.73
369.00 Other Misc. Revenue		
369.90 Misc.	258.62	2,582.03
<b>Total 369.00 Other Misc. Revenue</b>	<b>258.62</b>	<b>2,582.03</b>
386.00 Sales Tax Collected/Agency Deposits	323.52	1,848.00
<b>Total Income</b>	<b>23,511.87</b>	<b>529,564.20</b>

### EXPENSES

576.20 Operational Expenditures

	Sep 2015	Jan - Sep, 2015 (YTD)
20.10 Salaries and Wages	1,620.88	2,971.26
11.0 Wages Lifeguard	8,868.77	48,780.89
12.0 Wages Instructor	4,284.63	31,933.45
13.0 Wages Head Guard	2,421.26	43,026.99
14.0 Wages Aquatics Manager	4,791.66	40,729.11
15.0 Wages Assistant Aquatics Manager	3,433.28	16,057.07
16.0 Wages Executive Director	4,465.00	25,474.50
17.0 Wages Maintenance/Front Desk	5,334.88	25,161.59
<b>Total 20.10 Salaries and Wages</b>	<b>35,220.36</b>	<b>234,134.86</b>
20.20 Personnel Benefits		
21.0 FICA	2,694.38	17,912.25
22.0 Unemployment	564.52	4,101.47
23.0 L&I	181.11	1,209.15
24.0 Benefits/Cafeteria Plan		500.32
<b>Total 20.20 Personnel Benefits</b>	<b>3,440.01</b>	<b>23,723.19</b>
20.30 Supplies		
20.31 Office Supplies		
31.1 Office supplies		1,221.18
31.2 Office Furniture		21.89
31.3 Printing and Copying Supplies	236.70	2,172.94
31.4 Computer Supplies		687.36
<b>Total 20.31 Office Supplies</b>	<b>236.70</b>	<b>4,103.37</b>
20.32 Program Supplies and Equipment		
32.2 Swim Classes/Instruction		1,496.36
32.3 Camps and Special Events	157.33	1,140.73
<b>Total 20.32 Program Supplies and Equipment</b>	<b>157.33</b>	<b>2,637.09</b>
20.33 Maintenance and Repairs Supplies		
33.1 Uniforms and Clothing		940.48
33.2 Pool Chemicals	867.89	7,877.45
33.3 Cleaning and Janitorial Supplies	622.14	4,065.42
33.4 Lifeguard Supplies and Equip.		2,902.03
<b>Total 20.33 Maintenance and Repairs Supplies</b>	<b>1,490.03</b>	<b>15,785.38</b>
20.34 Miscellaneous Supplies		
35.2 Small Tools and Minor Equip.		21.16
<b>Total 20.34 Miscellaneous Supplies</b>		<b>21.16</b>

	Sep 2015	Jan - Sep, 2015 (YTD)
<b>Total 20.30 Supplies</b>	<b>1,884.06</b>	<b>22,547.00</b>
20.40 Services		
20.41 Professional Services		
41.1 IT/Computer Service	16.41	5,639.56
41.2 Transaction Services/Merchant Fees	590.87	3,357.12
41.3 Legal Services	1,144.00	18,803.50
41.6 Security Services	85.00	3,299.48
41.7 Bank Charges	368.96	1,378.41
41.8 Misc. Services	630.73	4,494.72
<b>Total 20.41 Professional Services</b>	<b>2,835.97</b>	<b>36,972.79</b>
20.42 Communications		
42.1 Telephone	587.87	7,510.48
42.2 Postage and Mailing	6.39	359.23
42.3 Website/Internet	207.21	2,522.89
42.4 Program Advertising		4,372.34
<b>Total 20.42 Communications</b>	<b>801.47</b>	<b>14,764.94</b>
20.43 Travel		
43.1 Travel/Conferences/Conventions		78.03
43.2 Training		760.80
<b>Total 20.43 Travel</b>		<b>838.83</b>
20.44 Rentals and Leases		
44.3 Facility Ground Lease	10,950.00	10,950.00
<b>Total 20.44 Rentals and Leases</b>	<b>10,950.00</b>	<b>10,950.00</b>
20.45 Insurance		
45.1 Liability Insurance		12,420.39
<b>Total 20.45 Insurance</b>		<b>12,420.39</b>
20.46 Utility		
46.1 Electrical	1,312.81	21,884.86
46.2 Gas	4,434.20	32,167.60
46.3 Water	76.41	2,687.13
46.4 Sewer		4,168.78
<b>Total 20.46 Utility</b>	<b>5,823.42</b>	<b>60,908.37</b>
20.47 Repairs and Maintenance		
47.1 Facility Repairs/Maintenance	164.25	28,318.61
47.2 Equipment Repairs/Maintenance		0.00

	Sep 2015	Jan - Sep, 2015 (YTD)
<b>Total 20.47 Repairs and Maintenance</b>	<b>164.25</b>	<b>28,318.61</b>
20.48 Miscellaneous		
48.2 Memberships and Dues		552.00
48.3 Subscriptions		21.89
Scholarship Expense		852.50
<b>Total 20.48 Miscellaneous</b>		<b>1,426.39</b>
<b>Total 20.40 Services</b>	<b>20,575.11</b>	<b>166,600.32</b>
20.50 Intergovernmental Services		
54.0 Annual Permits		599.10
<b>Total 20.50 Intergovernmental Services</b>		<b>599.10</b>
<b>Total 576.20 Operational Expenditures</b>	<b>61,119.54</b>	<b>447,604.47</b>
Depreciation	4,506.49	40,558.41
Non-Operational Expenditures		
513.20 Advisory Services		
513.21 Board of Commissioners/Meetings/Advisory	258.00	3,285.36
513.23 Public Records Request		174.11
<b>Total 513.20 Advisory Services</b>	<b>258.00</b>	<b>3,459.47</b>
514.00 Accounting, Audits and Election		
514.20 State Auditor	1,009.80	13,186.35
514.21 Accounting Services	1,250.00	15,250.00
<b>Total 514.00 Accounting, Audits and Election</b>	<b>2,259.80</b>	<b>28,436.35</b>
586.00 Sales Tax/Agency	586.76	3,901.86
591.76 Debt Service Principle		
76.71 City Bridge Loan (Principle)	8,669.31	77,506.49
76.72 Loans and Bonds (Principle)		49,536.82
<b>Total 591.76 Debt Service Principle</b>	<b>8,669.31</b>	<b>127,043.31</b>
592.76 Debt Service Interest		
76.81 Loans and Bonds (Interest)		20,615.01
<b>Total 592.76 Debt Service Interest</b>		<b>20,615.01</b>
<b>Total Non-Operational Expenditures</b>	<b>11,773.87</b>	<b>183,456.00</b>
Other Miscellaneous Expense		1,201.24
<b>Total Expenses</b>	<b>77,399.90</b>	<b>672,820.12</b>
<b>NET OPERATING INCOME</b>	<b>-53,888.03</b>	<b>-143,255.92</b>

## OTHER EXPENSES

	Sep 2015	Jan - Sep, 2015 (YTD)
Transfer Activity		
City Bridge Loan Principle	-8,669.31	-77,506.49
Loans and Bonds Principle		-49,536.82
<b>Total Transfer Activity</b>	<b>-8,669.31</b>	<b>-127,043.31</b>
<b>Total Other Expenses</b>	<b>-8,669.31</b>	<b>-127,043.31</b>
<b>NET OTHER INCOME</b>	<b>8,669.31</b>	<b>127,043.31</b>
<b>NET INCOME</b>	<b>\$ -45,218.72</b>	<b>\$ -16,212.61</b>



**Tukwila Pool Metropolitan Park District**  
**BUDGET VS. ACTUALS: GENERAL FUND (001) - FY15 P&L**  
 January - September, 2015

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>311.00 General Property Tax</b>				
311.10 Real and Personal Property Tax	412,573.02	390,654.00	21,919.02	105.61 %
<b>Total 311.00 General Property Tax</b>	<b>412,573.02</b>	<b>390,654.00</b>	<b>21,919.02</b>	<b>105.61 %</b>
<b>317.00 Excise Tax</b>				
317.20 Leasehold Excise Taxes		0.00	0.00	
317.40 Timber Excise Tax		0.00	0.00	
<b>Total 317.00 Excise Tax</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>330.00 Intergovernmental Revenue</b>				
337.10 Forest Excise Tax/Private Harvest Tax		0.00	0.00	
337.20 Misc Gov't Revenue		0.00	0.00	
<b>Total 330.00 Intergovernmental Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>341.70 Sales of Merchandise</b>				
341.71 Vending Sales		1,125.00	-1,125.00	
341.72 Sales of Taxable Merchandise	201.37	1,647.00	-1,445.63	12.23 %
<b>Total 341.70 Sales of Merchandise</b>	<b>201.37</b>	<b>2,772.00</b>	<b>-2,570.63</b>	<b>7.26 %</b>
<b>347.00 Cultural and Recreation</b>				
347.31 Activity Fess (Pass Sales)	13,007.06	27,000.00	-13,992.94	48.17 %
347.32 Activity Fees (General Admissions)	22,999.80	25,497.00	-2,497.20	90.21 %
347.61 Program Fees (Swim Classes/Instruction)	50,721.11	93,069.00	-42,347.89	54.50 %
347.62 Program Fees (Exercise Classes)	988.13	1,701.00	-712.87	58.09 %
347.63 Program Fees (Camps and Special Events)	241.12	1,269.00	-1,027.88	19.00 %
<b>Total 347.00 Cultural and Recreation</b>	<b>87,957.22</b>	<b>148,536.00</b>	<b>-60,578.78</b>	<b>59.22 %</b>
<b>361.90 Interest and Other Earnings</b>				
361.10 Interest Earnings	90.75	900.00	-809.25	10.08 %
<b>Total 361.90 Interest and Other Earnings</b>	<b>90.75</b>	<b>900.00</b>	<b>-809.25</b>	<b>10.08 %</b>
<b>362.00 Rents, Leases and Concessions</b>				
362.41 Rentals (Short-Term) (One Time)	13,002.34	16,425.00	-3,422.66	79.16 %
362.42 Equipment and Locker Rentals	246.66	1,197.00	-950.34	20.61 %
362.51 Lease of County Land (DNR Other)		0.00	0.00	
362.52 Rentals (Long-Term) (Contracted)	11,049.08	22,500.00	-11,450.92	49.11 %
<b>Total 362.00 Rents, Leases and Concessions</b>	<b>24,298.08</b>	<b>40,122.00</b>	<b>-15,823.92</b>	<b>60.56 %</b>
<b>367.10 Contributions from Private Sources</b>	13.73	747.00	-733.27	1.84 %
<b>369.00 Other Misc. Revenue</b>				
369.90 Misc.	2,582.03	0.00	2,582.03	
<b>Total 369.00 Other Misc. Revenue</b>	<b>2,582.03</b>	<b>0.00</b>	<b>2,582.03</b>	<b>0.00</b>
<b>386.00 Sales Tax Collected/Agency Deposits</b>	1,848.00	0.00	1,848.00	
<b>389.00 Other Non-Revenues</b>		0.00	0.00	
<b>391.90 Local Loan Program Proceeds</b>		0.00	0.00	
<b>395.10 Sale of Capitol Assets</b>		0.00	0.00	
<b>397.00 Transfer in from other Funds</b>		0.00	0.00	
<b>448.50 Gov't Grants</b>		0.00	0.00	
<b>Total Income</b>	<b>\$529,564.20</b>	<b>\$583,731.00</b>	<b>\$ -54,166.80</b>	<b>90.72 %</b>
<b>Expenses</b>				
<b>576.20 Operational Expenditures</b>				
20.10 Salaries and Wages	2,971.26		2,971.26	
11.0 Wages Lifeguard	48,780.89	52,497.00	-3,716.11	92.92 %

12.0 Wages Instructor	31,933.45	26,244.00	5,689.45	121.68 %
13.0 Wages Head Guard	43,026.99	26,244.00	16,782.99	163.95 %
14.0 Wages Aquatics Manager	40,729.11	37,494.00	3,235.11	108.63 %
15.0 Wages Assistant Aquatics Manager	16,057.07	37,494.00	-21,436.93	42.83 %
16.0 Wages Executive Director	25,474.50	33,750.00	-8,275.50	75.48 %
17.0 Wages Maintenance/Front Desk	25,161.59		25,161.59	
18.0 Overtime		1,494.00	-1,494.00	
<b>Total 20.10 Salaries and Wages</b>	<b>234,134.86</b>	<b>215,217.00</b>	<b>18,917.86</b>	<b>108.79 %</b>
<b>20.20 Personnel Benefits</b>				
21.0 FICA	17,912.25	16,488.00	1,424.25	108.64 %
22.0 Unemployment	4,101.47	6,453.00	-2,351.53	63.56 %
23.0 L&I	1,209.15	9,360.00	-8,150.85	12.92 %
24.0 Benefits/Cafeteria Plan	500.32	16,308.00	-15,807.68	3.07 %
<b>Total 20.20 Personnel Benefits</b>	<b>23,723.19</b>	<b>48,609.00</b>	<b>-24,885.81</b>	<b>48.80 %</b>
<b>20.30 Supplies</b>				
<b>20.31 Office Supplies</b>				
31.1 Office supplies	1,221.18	2,250.00	-1,028.82	54.27 %
31.2 Office Furniture	21.89	369.00	-347.11	5.93 %
31.3 Printing and Copying Supplies	2,172.94	1,872.00	300.94	116.08 %
31.4 Computer Supplies	687.36	2,997.00	-2,309.64	22.93 %
<b>Total 20.31 Office Supplies</b>	<b>4,103.37</b>	<b>7,488.00</b>	<b>-3,384.63</b>	<b>54.80 %</b>
<b>20.32 Program Supplies and Equipment</b>				
32.1 Exercise Classes		369.00	-369.00	
32.2 Swim Classes/Instruction	1,496.36	1,125.00	371.36	133.01 %
32.3 Camps and Special Events	1,140.73	369.00	771.73	309.14 %
<b>Total 20.32 Program Supplies and Equipment</b>	<b>2,637.09</b>	<b>1,863.00</b>	<b>774.09</b>	<b>141.55 %</b>
<b>20.33 Maintenance and Repairs Supplies</b>				
33.1 Uniforms and Clothing	940.48	2,250.00	-1,309.52	41.80 %
33.2 Pool Chemicals	7,877.45	5,994.00	1,883.45	131.42 %
33.3 Cleaning and Janitorial Supplies	4,065.42	2,250.00	1,815.42	180.69 %
33.4 Lifeguard Supplies and Equip.	2,902.03	747.00	2,155.03	388.49 %
33.5 Maintenance Supplies		1,125.00	-1,125.00	
<b>Total 20.33 Maintenance and Repairs Supplies</b>	<b>15,785.38</b>	<b>12,366.00</b>	<b>3,419.38</b>	<b>127.65 %</b>
<b>20.34 Miscellaneous Supplies</b>				
34.1 Supplies Purchased For Inventory/Resale		369.00	-369.00	
35.2 Small Tools and Minor Equip.	21.16	369.00	-347.84	5.73 %
<b>Total 20.34 Miscellaneous Supplies</b>	<b>21.16</b>	<b>738.00</b>	<b>-716.84</b>	<b>2.87 %</b>
<b>Total 20.30 Supplies</b>	<b>22,547.00</b>	<b>22,455.00</b>	<b>92.00</b>	<b>100.41 %</b>
<b>20.40 Services</b>				
<b>20.41 Professional Services</b>				
41.1 IT/Computer Service	5,639.56	747.00	4,892.56	754.96 %
41.2 Transaction Services/Merchant Fees	3,357.12	3,600.00	-242.88	93.25 %
41.3 Legal Services	18,803.50	14,994.00	3,809.50	125.41 %
41.4 Translation Services		369.00	-369.00	
41.5 Landscaping Services		1,872.00	-1,872.00	
41.6 Security Services	3,299.48	1,044.00	2,255.48	316.04 %
41.7 Bank Charges	1,378.41	225.00	1,153.41	612.63 %
41.8 Misc. Services	4,494.72	1,494.00	3,000.72	300.85 %
<b>Total 20.41 Professional Services</b>	<b>36,972.79</b>	<b>24,345.00</b>	<b>12,627.79</b>	<b>151.87 %</b>
<b>20.42 Communications</b>				
42.1 Telephone	7,510.48	3,150.00	4,360.48	238.43 %
42.2 Postage and Mailing	359.23	369.00	-9.77	97.35 %
42.3 Website/Internet	2,522.89	4,500.00	-1,977.11	56.06 %
42.4 Program Advertising	4,372.34	7,119.00	-2,746.66	61.42 %

<b>Total 20.42 Communications</b>	<b>14,764.94</b>	<b>15,138.00</b>	<b>-373.06</b>	<b>97.54 %</b>
<b>20.43 Travel</b>				
<b>43.1 Travel/Conferences/Conventions</b>	78.03	369.00	-290.97	21.15 %
<b>43.2 Training</b>	760.80	1,872.00	-1,111.20	40.64 %
<b>Total 20.43 Travel</b>	<b>838.83</b>	<b>2,241.00</b>	<b>-1,402.17</b>	<b>37.43 %</b>
<b>20.44 Rentals and Leases</b>				
<b>44.1 Heavy Equipment</b>		558.00	-558.00	
<b>44.2 Office Equipment Leases/Rentals</b>		225.00	-225.00	
<b>44.3 Facility Ground Lease</b>	10,950.00	8,208.00	2,742.00	133.41 %
<b>Total 20.44 Rentals and Leases</b>	<b>10,950.00</b>	<b>8,991.00</b>	<b>1,959.00</b>	<b>121.79 %</b>
<b>20.45 Insurance</b>				
<b>45.1 Liability Insurance</b>	12,420.39	8,244.00	4,176.39	150.66 %
<b>Total 20.45 Insurance</b>	<b>12,420.39</b>	<b>8,244.00</b>	<b>4,176.39</b>	<b>150.66 %</b>
<b>20.46 Utility</b>				
<b>46.1 Electrical</b>	21,884.86	12,798.00	9,086.86	171.00 %
<b>46.2 Gas</b>	32,167.60	36,000.00	-3,832.40	89.35 %
<b>46.3 Water</b>	2,687.13	4,428.00	-1,740.87	60.68 %
<b>46.4 Sewer</b>	4,168.78	6,894.00	-2,725.22	60.47 %
<b>46.5 Garbage</b>		1,350.00	-1,350.00	
<b>Total 20.46 Utility</b>	<b>60,908.37</b>	<b>61,470.00</b>	<b>-561.63</b>	<b>99.09 %</b>
<b>20.47 Repairs and Maintenance</b>				
<b>47.1 Facility Repairs/Maintenance</b>	28,318.61	4,500.00	23,818.61	629.30 %
<b>47.2 Equipment Repairs/Maintenance</b>	0.00	6,561.00	-6,561.00	0.00 %
<b>Total 20.47 Repairs and Maintenance</b>	<b>28,318.61</b>	<b>11,061.00</b>	<b>17,257.61</b>	<b>256.02 %</b>
<b>20.48 Miscellaneous</b>				
<b>48.2 Memberships and Dues</b>	552.00	819.00	-267.00	67.40 %
<b>48.3 Subscriptions</b>	21.89	369.00	-347.11	5.93 %
<b>48.4 Misc. Service</b>		747.00	-747.00	
<b>Scholarship Expense</b>	852.50		852.50	
<b>Total 20.48 Miscellaneous</b>	<b>1,426.39</b>	<b>1,935.00</b>	<b>-508.61</b>	<b>73.72 %</b>
<b>Total 20.40 Services</b>	<b>166,600.32</b>	<b>133,425.00</b>	<b>33,175.32</b>	<b>124.86 %</b>
<b>20.50 Intergovernmental Services</b>				
<b>51.0 External Taxes and Operating Assessments</b>		6,336.00	-6,336.00	
<b>52.0 Business License</b>		369.00	-369.00	
<b>53.0 RGRL Fee</b>		369.00	-369.00	
<b>54.0 Annual Permits</b>	599.10	450.00	149.10	133.13 %
<b>55.0 Interlocal Agreement</b>		0.00	0.00	
<b>Total 20.50 Intergovernmental Services</b>	<b>599.10</b>	<b>7,524.00</b>	<b>-6,924.90</b>	<b>7.96 %</b>
<b>Total 576.20 Operational Expenditures</b>	<b>447,604.47</b>	<b>427,230.00</b>	<b>20,374.47</b>	<b>104.77 %</b>
<b>Depreciation</b>	40,558.41		40,558.41	
<b>Non-Operational Expenditures</b>				
<b>513.20 Advisory Services</b>				
<b>513.21 Board of Commissioners/Meetings/Advisory</b>	3,285.36	1,125.00	2,160.36	292.03 %
<b>513.23 Public Records Request</b>	174.11	4,500.00	-4,325.89	3.87 %
<b>Total 513.20 Advisory Services</b>	<b>3,459.47</b>	<b>5,625.00</b>	<b>-2,165.53</b>	<b>61.50 %</b>
<b>514.00 Accounting, Audits and Election</b>				
<b>514.20 State Auditor</b>	13,186.35	5,625.00	7,561.35	234.42 %
<b>514.21 Accounting Services</b>	15,250.00	16,947.00	-1,697.00	89.99 %
<b>Total 514.00 Accounting, Audits and Election</b>	<b>28,436.35</b>	<b>22,572.00</b>	<b>5,864.35</b>	<b>125.98 %</b>
<b>586.00 Sales Tax/Agency</b>	3,901.86		3,901.86	
<b>591.76 Debt Service Principle</b>				
<b>76.71 City Bridge Loan (Principle)</b>	77,506.49	91,089.00	-13,582.51	85.09 %
<b>76.72 Loans and Bonds (Principle)</b>	49,536.82	84,843.00	-35,306.18	58.39 %

<b>Total 591.76 Debt Service Principle</b>	<b>127,043.31</b>	<b>175,932.00</b>	<b>-48,888.69</b>	<b>72.21 %</b>
<b>592.76 Debt Service Interest</b>				
<b>76.81 Loans and Bonds (Interest)</b>	20,615.01	13,587.00	7,028.01	151.73 %
<b>Total 592.76 Debt Service Interest</b>	<b>20,615.01</b>	<b>13,587.00</b>	<b>7,028.01</b>	<b>151.73 %</b>
<b>597.00 Transfers Out</b>				
<b>00.30.1 Transfer Out to Capital Improvement Fund</b>		59,994.00	-59,994.00	
<b>Total 597.00 Transfers Out</b>	<b>0.00</b>	<b>59,994.00</b>	<b>-59,994.00</b>	<b>0.00</b>
<b>Total Non-Operational Expenditures</b>	<b>183,456.00</b>	<b>277,710.00</b>	<b>-94,254.00</b>	<b>66.06 %</b>
<b>Other Miscellaneous Expense</b>	1,201.24		1,201.24	
<b>Total Expenses</b>	<b>\$672,820.12</b>	<b>\$704,940.00</b>	<b>\$ -32,119.88</b>	<b>95.44 %</b>
<b>Net Operating Income</b>	<b>\$ -143,255.92</b>	<b>\$ -121,209.00</b>	<b>\$ -22,046.92</b>	<b>118.19 %</b>
<b>Other Expenses</b>				
<b>Transfer Activity</b>				
<b>City Bridge Loan Principle</b>	-77,506.49		-77,506.49	
<b>Loans and Bonds Principle</b>	-49,536.82		-49,536.82	
<b>Total Transfer Activity</b>	<b>-127,043.31</b>	<b>0.00</b>	<b>-127,043.31</b>	<b>0.00</b>
<b>Total Other Expenses</b>	<b>\$ -127,043.31</b>	<b>\$0.00</b>	<b>\$ -127,043.31</b>	<b>0.00%</b>
<b>Net Other Income</b>	<b>\$127,043.31</b>	<b>\$0.00</b>	<b>\$127,043.31</b>	<b>0.00%</b>
<b>Net Income</b>	<b>\$ -16,212.61</b>	<b>\$ -121,209.00</b>	<b>\$104,996.39</b>	<b>13.38 %</b>

Thursday, Oct 15, 2015 10:50:47 AM PDT GMT-7 - Accrual Basis

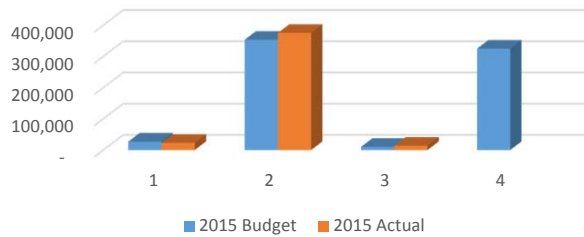
## 2015 Real Estate Tax Proceeds - Budget

	2014 Actual	2014%	2015 Budget	2015 Actual	2015%
Q1	26,209	3.75%	26,876	22884	3.20%
Q2	344,737	49.37%	353,506	375,566	52.45%
Q3	10,018	1.43%	10,273	14,123	1.97%
Q4	317,316	45.44%	325,388		
	698,280	100%	716,043	412,573	57.62%

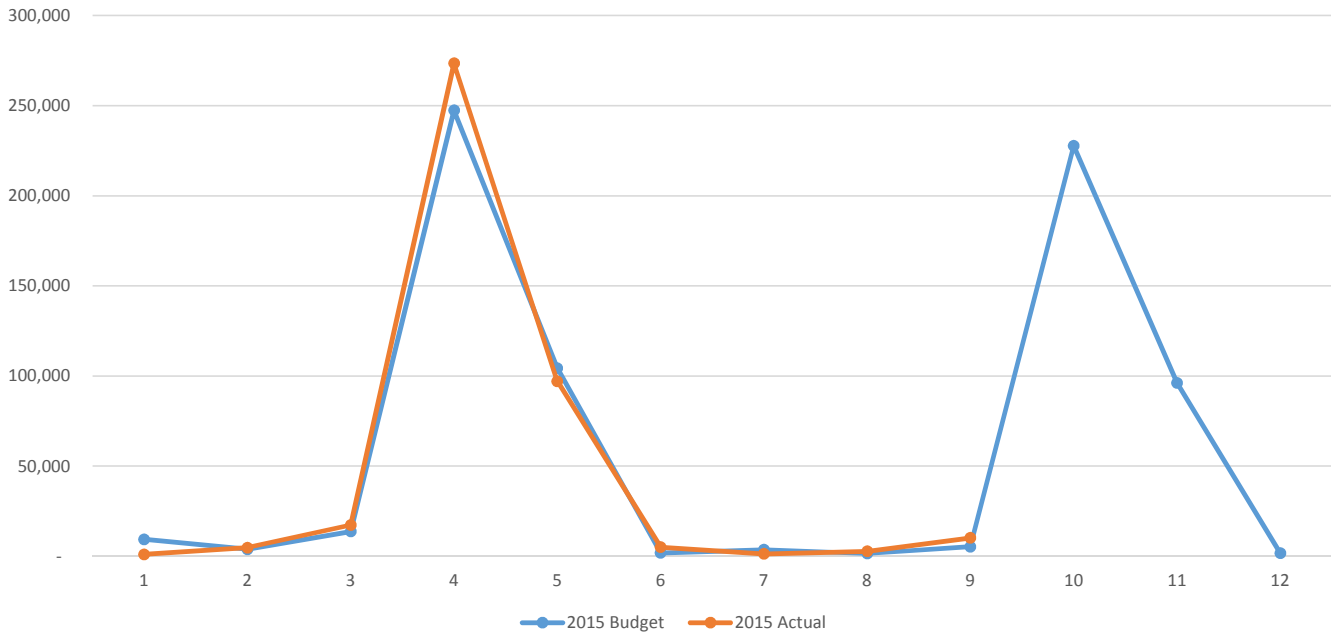
Total Buget for 2015 716,043

	Budget %	2015 Budget	2015 Actual	2015%
Jan	1.31%	9,350	996	0.14%
Feb	0.53%	3,821	4,718	0.66%
Mar	1.91%	13,705	17,170	2.40%
Apr	34.55%	247,376	273,482	38.19%
May	14.57%	104,352	97,063	13.56%
Jun	0.25%	1,778	5,021	0.70%
Jul	0.50%	3,574	1,230	0.17%
Aug	0.20%	1,460	2,716	0.38%
Sep	0.73%	5,238	10,177	1.42%
Oct	31.80%	227,700		0.00%
Nov	13.41%	96,052		0.00%
Dec	0.23%	1,637		0.00%
	100.00%	716,042	412,573	57.62%

Quarterly Budget vs. Actual



2015 Budget vs. Actual



# INFORMATIONAL MEMORANDUM

## Tukwila Metropolitan Park District

TO: **Tukwila Pool MPD Board President**

FROM: Vanessa Zaputil, Tukwila Pool Advisory Committee Chair

DATE: October 13, 2015

SUBJECT: **TPAC Committee Chair's Report**

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### **ISSUE**

Summary of the October TPAC Regular Meeting held at Tukwila Community Center

### **FINANCIAL IMPACT**

N/A

### **BACKGROUND**

Meeting date: Oct. 3, 2015

### **DISCUSSION**

#### 1. Oct. 3, Regular Meeting

- Marketing Update:
  - Members reported on their continued involvement in the “Every 3<sup>rd</sup> Saturday Events” and noted the October one will be a Pumpkin Plunge.
- Staff Update
  - Flooring. Staff gave an update on the flooring; TPAC members suggested all methods be researched including mats and that cones be currently utilized to advise patrons of slippery conditions.
  - Lighting. Staff gave an update on the light bulb replacement. TPAC Members suggested that off hours be considered to not affect operational hours.
- Policy review
  - #345 Sponsorship & Advertising - Members discussed and approved forwarding a recommendation to the TPMPD Board of Commissioners. Highlights of TPAC edits include:
    - Increase positive verbiage
    - Clarify definitions and distinctions for sponsorship and advertising
- Welcome Packet
  - Members continued working on a packet for new members that would include key explanatory documents and reference materials. A final packet will be discussed at the November TPAC meeting.

## INFORMATIONAL MEMO

*Page 2*

- 2016 Marketing Budget
  - Members discussed and approved forwarding a recommendation to the TPMPD Board of Commissioners that \$10,000 be allocated for marketing in the 2016 budget. Highlights include:
    - Brochure costs
    - Continuation of Special Events
    - Promotional Items & Temporary Signage
    - E-Marketing

### **RECOMMENDATIONS**

1. TPAC unanimously recommends that Sponsorship & Advertising Policy #345 be forwarded on to the TPMPD Board of Commissioners with amendments as noted.
2. TPAC unanimously recommends that a Marketing budget of \$10,000 be included in the 2016 TPMPD Budget.

### **ATTACHMENTS**

1. Sponsorship & Advertising Policy #345 (With TPAC Edits tracked)
2. TPAC 2016 Proposed Marketing Budget

## Tukwila Pool Advisory Committee

September 12, 2015

Tukwila Community Center – Teen Room

## Attendance:

TPAC: Vanessa Zaputil, Ellen Gengler, Sheri Barr, Jeri Frangello-Anderson

TPMPD Clerk: Joe Duffie

Guest: Diane Myers

Vanessa Zaputil called the meeting to order at 8:14 am

Approval of August 1, 2015 TPAC Minutes – Ellen made motion to accept minutes as presented, Jeri seconded. Unanimous vote.

## Business Item 1: Marketing Update – Jeri Frangello-Anderson

Jeri reported that at the Marketing Club meeting held back on August 25, 2015, Swimming Safari Event was planned for Saturday September 19<sup>th</sup>. Di Myers is PM for this event along with the October event Pumpkin Plunge October 17<sup>th</sup>. Swimming Safari to have Gator Wrestling (not sure what this looks like yet), Food, Music and safari beach balls. Discussion at Marketing was the option to be able to sell safari rubber ducks for \$2.00. Gene from Mt Rainier Pool provided information regarding pumpkins from Carpinitos for \$2.00 each for 150 pumpkins. Sheri brought up a concern she had when visiting the pool on how messy the lobby looks with all the various events scattered around. Suggested the possibility of purchasing acrylic holders for flyers. Marketing to address at next meeting on September 14<sup>th</sup>. Sheri also indicated that it might also be helpful for better communication to patrons on lane rental for swimmers coming in, so they know that the lane they are swimming in might not be available for the full time. Better communication to patrons regarding on posting lane closures, would be helpful, maybe using sandwich board in lobby. Joe mentioned that maybe purchasing a floating cone for the lane may be a useful tool for swimmers to recognize that the lane may become unavailable as they are swimming. Collaboration with schools on early release, Vanessa indicated that the schools are so excited with the pool and to be able to partnership.

Business Item 2: Staff Update – No report – Ellen did ask if it would be possible to have at least one staff member attend the TPAC meeting.



### Business Item 3: TPAC Recruiting and Welcome packet update – Ellen and Sheri

Ellen provided information regarding welcome packet/orientation - Create welcome packet and recruiting options to get more TPAC members. Suggested that the welcome packet include Calendar of upcoming meetings and events, current TPAC contact information, Mission and Vision of the TPMPD and requirements for future TPAC members. Orientation to include meeting with Pool staff and getting an update on pool operations. Recruiting options, Posters, Flyers, local newspapers and local online sources. Jeri and Ellen to work on Welcome Packet and report back at October TPAC Meeting and expectations of members to be discussed at next TPAC Meeting. Better visibility at the pool would be very helpful for recruiting.

Business Item 4: Policy Review – 345 Sponsorship – Vanessa included in packet the red lined version that TPAC had started working on. First paragraph changes were to enhance more positive than negative. Vanessa indicated to add Grants. Under “Policy” Define Sponsorship vs donation. Moving up sponsorship agreements to after services. Discussion regarding donation and sponsorships to be in writing. The goal is to have a policy that is general and has direction. Sponsorship requires a written agreement in writing and donations will not require agreements in writing. Discussion regarding removing District’s status as a public agency receiving tax revenue to keep or remove. Sponsorship vs Advertising needs to be defined.

“Guidelines” - Change to add more positive wording not so much negative. Limiting advertising for political and religious organizations and pornography. Removing the word “substantial” regarding staff receiving gifts from associations. District retains control over any sponsored program. Remove must.

Ellen made motion to adjourn, Joe seconded. Unanimous vote

Next TPAC Meeting 10/3

\$5,750

*Benefit* – City wide distribution in print and online

Cost Example:	Fall	Printing	\$1,221.11
		Design	\$360.00

\$2,400

*Benefit* – Opportunity to introduce pool to the community and help promote swim lessons

Cost Example: 2015 Estimated cost for 11 events: \$2,400  
(Includes reusable items)

**Promotional Items**

\$750

Hand outs for in person events such as school visits, kids festival, etc.

*Benefit* – Opportunity to spread awareness of pool to potential future patrons

Cost Example: TPMPD Tattoos 1,000: \$100

**Signage**

\$750

Temporary banners, sandwich boards, etc.

*Benefit* – Increased local visibility to potential future patrons

Cost Example: 12ft X 3ft Banner: \$216

**E – Marketing**

\$350

Distribution of materials via targeted high volume email lists such as utilizing “Peachjar” for schools .

*Benefit* – Expand visibility for specific programming such as swim lessons.

Cost Example: Peachjar \$10/school distribution

TO: **Tukwila Pool MPD Board**

FROM: Kim McCoy, Administrative Director

DATE: October 20, 2015

SUBJECT: **Consider Policy 345 Advertising and Sponsorship for Approval**

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**ISSUE**

This policy concerning advertising and sponsorship guidelines, following review and editing by the Tukwila Pool Advisory Committee (TPAC), is to be considered for implementation by the TPMPD BOC.

**FINANCIAL IMPACT**

Advertising and sponsorship can have financial impact, but specific amounts are not addressed by this policy

**BACKGROUND**

How the Tukwila Pool represents itself to the public in advertising venues, as well as what organizations may be deemed eligible for partnership and sponsorship opportunities, both reflect upon the character and reputation of the pool, and the community it serves. Establishing clear guidelines consistent with the goals, values, vision and mission of the pool helps to better serve and communicate with our local community and clientele.

**DISCUSSION**

Two copies of the proposed policy are included. The first is a document showing edits. The second is the resultant document.

**RECOMMENDATIONS**

TPMPD staff recommend the board review read and consider this policy, suggest edits if needed, then consider a motion for adoption as a policy of TPMPD.

## 345 Advertising and Sponsorship

### 1.0 Purpose

As a public organization, Tukwila Pool Metropolitan Park District (TPMPD) gratefully accepts tax-deductible sponsorships or advertising to support and enhance its mission relevant activities. The District welcomes partnership opportunities from persons or entities, as long as the services, products, practices, policies, or operations are consistent with and appropriate to its mission.

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Deleted: will not solicit or accept sponsorships from persons or entities whose

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This policy sets out guidelines for entering into sponsorship agreements. Sponsorship is distinct from donations, gifts or grants. Donations will not require agreements in writing.

### 2.0 Policy

#### Sponsorship

Tukwila Pool Metropolitan Park District (TPMPD) actively solicits and encourages individuals, the business community, service clubs, and other organizations to become sponsors of District events, programs, and services.

A sponsorship is defined as a mutually beneficial exchange arranged in advance whereby the District obtains support for a specified activity, program, equipment, or facility. Sponsor receives acknowledgment in return for cash and/or products and services-in-kind to the District.

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The District will enter into sponsorship agreements with sponsors as it deems appropriate. All sponsorship agreements shall be in writing and approved in advance by the TPMPD Executive Director or Board of Commissioners. Sponsorship agreements may vary by sponsor. Sponsorship must not detract from the mission and policies of the District, and will not result in any loss of the District's jurisdiction or authority. The District reserves the right to refuse or decline any offer of sponsorship at its absolute discretion, or to negotiate with the sponsor concerning any aspect of a proposed sponsorship.

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#### Advertising

Tukwila Pool Metropolitan Park District (TPMPD) will accept advertising proposals which are consistent with its mission.

Advertising is defined as messaging displayed at the District's facility or utilizing District resources, such as publications, website or other such methods, to promote a product or service in exchange for cash and/or products and services-in-kind to the District.

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The District will enter into advertising contracts as it deems appropriate. Advertising agreements may vary by advertiser. The TPMPD name and or logo shall not be used in commercial advertising or business promotions without the express written permission of the District. The District reserves the right to refuse or decline any advertising proposal at its discretion or to negotiate with the advertiser concerning any aspect of a proposed advertising.

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## Guidelines

The District welcomes sponsorship and advertising offers in support of its organizational efforts, subject to the following guidelines:

- 1.1. The District may consider sponsorship or advertising that reflects in a positive manner on the organization, aligns with its mission statement, or is in the best interest of the health and safety of the organization as determined by the District Board.
- 1.2. The District does not accept corporate sponsorships or advertising for certain categories of products and services, including, but not limited to religious and political organizations and companies whose business is substantially derived from the sale of alcohol, tobacco, firearms or pornography.
- 1.3. The District does not endorse, directly or by implication, any products, services, or ideas promoted except those sponsored directly by the organization.
- 1.4. Individual staff should not receive any benefit from association with sponsors. Any commissions, gifts, or other financial benefits should be brought to the attention of a supervisor.
- 1.5. The District retains control over any sponsored program and sponsors will not have any input into operational matters relating to a project they have sponsored
- 1.6. This policy is not applicable to philanthropic contributions, grants, or unsolicited donations in which no benefits are granted to the donor and where no business relationship exists.

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These guidelines are intended to provide general guidance. They are not inclusive or exhaustive and are subject to change at the discretion of the District at any time.

## 345 Advertising and Sponsorship

### 1.0 Purpose

As a public organization, Tukwila Pool Metropolitan Park District (TPMPD) gratefully accepts tax-deductible sponsorships or advertising to support and enhance its mission relevant activities. The District welcomes partnership opportunities from persons or entities, as long as the services, products, practices, policies, or operations are consistent with and appropriate to its mission.

This policy sets out guidelines for entering into sponsorship agreements. Sponsorship is distinct from donations, gifts or grants. Donations will not require agreements in writing.

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These guidelines are intended to provide general guidance. They are not inclusive or exhaustive and are subject to change at the discretion of the District at any time.



TO: **Tukwila Pool MPD Board**

FROM: Kim McCoy, Administrative Director

DATE: October 21, 2015

SUBJECT: **Change of Governance, Proposition 1, King County Voters Pamphlet**

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**ISSUE**

The contents of Proposition 1 for the November 3<sup>rd</sup> elections, as presented in the Voters Guide

**FINANCIAL IMPACT**

The cost of the election to the TPMPD has come to \$\_\_\_\_\_

**BACKGROUND**

The TPMPD Board of Commissioners voted unanimously to place on November's ballot Proposition 1, which asks if voters desire to change the governance structure from the current Commissioners, consisting entirely of the Tukwila City Council serving in an ex officio capacity, to a group of five directly elected Commissioners.

**DISCUSSION**

The page has the information provided by the Commissioners and by the committee in favor of the measure. No one posted in opposition.

Six candidates are running for the five positions.

**RECOMMENDATIONS**

Watch for election results.

**Proposition No. 1**

The governing Board of Commissioners of the Tukwila Pool Metropolitan Park District currently consists of the Tukwila City Council serving in an ex officio capacity.

Shall the governing Board of Commissioners of Tukwila Pool Metropolitan Park District be changed to a five member board with directly elected Tukwila Pool Metropolitan Park District Commissioners?

Yes

No

*The complete text of this measure is available at the Elections Office or online at [www.kingcounty.gov/elections](http://www.kingcounty.gov/elections).*

**Statement in favor**

Currently the Tukwila City Council serves a dual role, both as City Council Members and as Tukwila Pool Metropolitan Park District Commissioners. This ballot measure will create a change in leadership, where Tukwila Pool Metropolitan Park District Commissioners will be elected independently and directly by the voters instead of requiring the City Council to serve as pool commissioners.

The Tukwila City Council unanimously voted to place this measure on the ballot.

The reasons for this proposal are simple:

First, independently elected Metropolitan Park District Commissioners will be able to focus solely on the pool's fiscal and operational health. The City Council has a multitude of responsibilities, in addition to the swimming pool.

Second, it allows people with a passion for the pool's mission to provide leadership in maintaining this important community resource.

Finally, it gives more Tukwila citizens the opportunity to lead and serve their community.

This measure does *not* change the taxes that citizens pay to support the pool. Taxes will remain the same.

This measure does *not* change the operations at the pool. The only change will be in the pool leadership that oversees the operations.

Please Vote Yes on Proposition 1

Submitted by: Diane B. Myers and  
Jacqueline Carroll  
206-243-1061

**Explanatory statement**

The voters of the City of Tukwila created the Tukwila Pool Metropolitan Park District in 2011 and designated the Tukwila City Council to serve as the governing body of the Tukwila Pool Metropolitan Park District.

This proposition gives the voters of the City of Tukwila the option of changing to a governing body that consists of five commissioners that will be directly elected as Tukwila Pool Metropolitan Park District commissioners. If approved by the voters, the five individuals elected to commissioner positions at the November 2015 election would take office immediately upon certification of the election. The Tukwila City Council members, in their ex-officio capacity as commissioners, would be replaced by this independent governing board.

For questions about this measure, contact: Kate Kruller  
Commission President  
206-853-9330  
[kkruller@tukwilapool.org](mailto:kkruller@tukwilapool.org)

**Statement in opposition**

No statement submitted.

Statements in favor of and in opposition to a ballot measure are submitted by committees appointed by the jurisdiction. No persons came forward to serve on the committee and to write a statement in opposition. If you would like to be involved with a committee in the future please contact the jurisdiction.

TO: **Tukwila Pool MPD Board**

FROM: Kim McCoy, Administrative Director

DATE: October 20, 2015

SUBJECT: **TPAC Membership**

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**ISSUE**

The Tukwila Pool Advisory Committee (TPAC) representatives currently number four people, with five positions allocated, as well as two student representative positions – The Board of Commissioners (TPMPD BOC) seek to fill the vacant positions

**FINANCIAL IMPACT**

N/A

**BACKGROUND**

TPAC is an appointed arm of the Board of Commissioners. They are tasked with assisting in policy review, budgetary analysis, marketing plans and implementation, as well as research into various matters affecting the pool, and in other capacities from time to time.

**DISCUSSION**

A call for candidates has gone out through various venues, with a deadline of Thursday, October 29<sup>th</sup>. One application is included in the packet this month for board members to review. TPAC has come up with guidelines and expectations for representatives, including the importance of regular attendance, and genuine involvement in the activities of the committee. They have recommended interviews with those who apply, in order to get to know them, as well as to see if they feel comfortable entering into a commitment to active participation.

There may be one or more student candidates for the two positions reserved for student representatives. We are waiting to hear back from a teacher who has been discussing this possibility with them.

**RECOMMENDATIONS**

TPMPD staff recommend the board review the following application, as well as others which may arrive by the deadline next week. The board may then decide among the candidates the person or people they feel will best meet the needs of the organization. Staff leaves it up to the BOC as to whether they make one or more appointments at this meeting, at the Executive Committee, or at next month's meeting.



RECEIVED

Tukwila Pool  
Attn: Kate Kruller  
4414 South 144<sup>th</sup> Street  
Tukwila, WA 98168  
Phone: (206) 853-9330

E-mail: kkruller@tukwilapool.org  
Website: www.tukwilapool.org

## Application for Appointment TUKWILA POOL ADVISORY COMMITTEE

Please complete the ENTIRE application form. Applicants may attach a cover letter and/or a resume totaling no more than three pages.

NAME: FARWLE FAISA A. DATE: 8/22/15  
Last First M.I.

ADDRESS: 4015 Southcenter Blvd #B18 Tukwila 98188  
Street City Zip

MAILING ADDRESS (if different): SAME

HOME PHONE: \_\_\_\_\_ CELL/MOBILE PHONE: 206-683-8167

EMPLOYER: Self E-MAIL: Kaganjo@gmail.com

Please check all that apply to you within the City of Tukwila limits:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Resident            | <input type="checkbox"/> Business Owner/Representative |
| <input type="checkbox"/> School District Representative | <input type="checkbox"/> High School Student           |

HAVE YOU PREVIOUSLY SERVED ON BOARDS, COMMISSIONS, COMMITTEES AND/OR FOR VOLUNTEER GROUPS? ☒ Yes ☐ No

If "yes", please list and elaborate:

The PTA at Thundyrke  
Elementary

AVAILABLE TO ATTEND MEETINGS: ☒ Daytime ☒ Evenings

### FOR TUKWILA POOL PARK DISTRICT USE ONLY:

INTERVIEW DATE: \_\_\_\_\_ APPOINTED: ☐ Yes ☐ No TERM EXPIRES: \_\_\_\_\_



Professional/Community Activities (organizations, clubs, service groups, etc.):

I am the director and founder of Small Maternity Services - an organization that provides childbirth education services. I am a recent graduate midwifery student.

Hobbies/Interests: Spending time with my family, trail walking, picnicking, reading, and watching movies.

Qualifications as related to this position: I am a resident of Thurston. I have tremendous experience of working with people of diverse backgrounds. I am an active member of the PTA at Thurndike Elementary. I think this committee could use diversity and I think I could be it.

Other comments/additional information for consideration: I have always wanted to serve in some capacity the City of Thurston but have not been able to. Now I am ready.

Applicant's Signature

Date

**Note:** Upon submission, all information on this form becomes public record. The content of this application is subject to confirmation. If selected to serve on this Committee, a successful outcome from a background check is required. For further clarification regarding this application, please call (206) 853-9330.

TO: **Tukwila Pool MPD Board**

FROM: Dave Perkins

DATE: October 120, 2015

SUBJECT: **CIP Projects**

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**ISSUE**

Capital Improvement Project for the Tukwila Pool Metropolitan District.

**FINANCIAL IMPACT**

Money will need to be allocated in the budget cover to the costs of any CIP's.

**BACKGROUND**

The pool was renovated in 2011. The CIP's proposed will address things that were either not done during the renovation or items that need to be redone. Not all items listed will need to be funded for 2016 but should be considered for future budgets.

**DISCUSSION**

The pool has experienced a failure in the decking that was put down during the renovation. This item is the number one priority and will provide a safe environment for the patrons. It will also improve the appearance of the facility.

Some of the doors in the facility are beyond repair and will need to be replaced. The main concern is the rusted out doors that are in the pump room.

Pool covers are starting to deteriorate. The covers may still be under warranty. We are in contact with the supplier of the pool covers to see what can be done. A more important issue is the storage of the covers when they are not in use. The only area to store them is beside the pool; however, by doing this, it only leaves 39 inches between the covers and the pool edge leaving a very narrow walkway between the covers and the pool causing a safety concern. Our recommendations would be to have the covers stored on an elevated rollers system on the Northeast wall of the pool. This would allow for a barrier free walkway around the entire pool.

Noise damping in the Natatorium will need to be addressed. The guards cannot communicate across the deck with each other and it is hard for patrons to hear the staff from a distance more than 10 feet away. It is also difficult on the staff to teach lessons when the students can't hear their teacher's instructions.

**RECOMMENDATIONS**

TPMPD staff recommend allotting money in the budget to fund the following list of capital improvement projects.





Item	Safety	Maint/Ops	Efficiency	Comfort	Add-On	Future	PRIORITIZED METROPOLITAN PARK DISTRICT PROPOSED CAPITAL IMPROVEMENT PLAN - <i>DRAFT</i>					
							W = Yields cuts to staff hours   X = Staff Comfort   Y = Staff Belongings   Z = Variable					
#	1	2	3	4	5	6	Project	Cost	Annual Savings	Recovery in Years	Grant or Rebate	Comments
Option A												
1	+	+		+			Pool Liner, Water Edge Tile, and Main Drains	\$ 235,000				Needed, bring drains up to code, sharp tile
2		+		+			Bulkhead Renovation	\$ 38,000				Needed, currently doesn't move
3	+	+	+	+			Condensing Boiler (Domestic Hot Water)	\$ 60,000	8K - 12K	5 - 7	Yes	Needed, new exhst stack, more efficient
4	+	+	W	+			Sand Filter Conversion	\$ 40,000	4K - 6K	7 - 10	No	Needed, maint.and time savings, more efficient
5	+	+	+				Pool Circulation Pumps VFD (x2 = Backup)	\$ 15,000	500 - 2K	8 - 30	Maybe	Needed, size according to most efficient use
6		+					Pool Water Plumbing/Valve Replacement	\$ 20,000				Needed with new pump, replace broken valves
7	+			+			ADA Pool Chair Lifts (2)	\$ 15,000				Required by new code
8	+			+			ADA Improvements (Parking Lot)	\$ 40,000				Need to improve access to facility
9	+		W	+			Lighting Conversion	\$ 15,000	800	3-6	Yes	Improve lghtng, energy savings, easier maint.
10	+	+					Deep End Guard Chair	\$ 8,000				Replace now
11	+	+		+			Chemtrol Replacement	\$ 7,000				Having issues with it, controls pool chemcials
12	+	+	+	+			Modify Family Changing Rooms (if no add on)	\$ 5,000				Adding elements to existing space
13	+	+		+			Remove Natatorium Ceiling Tiles	\$ 10,000				Rusty wire, hard to maintain
14	+			+			Add Natatorium Sound Abatement	\$ 15,000				Needed if ceiling tiles removed
15	+	+	W	+			Locker Room Tile (Showers & Walls)	\$ 45,000				In need of replacement, cleaning issues
16	+	+		+			Gutter/Deck Tile	\$ 20,000				Clean, replace broken tile, bring to code
17	+	+					Exterior Doors Replacement	\$ 20,000				Replace as needed, building security issues
18	+	+					Staff Locker Rooms Renovation	\$ 8,000				Broken shower stall, failed plumbing
19	+	+					Concrete Deck Floor Re-inforcement	\$ 10,000				Not necessary if deck resurfacing done.
20	+			+			Locker Room Floor Resurfacing	\$ 20,000				New flooring has improved slip resistance
21	Z			+			Program Equipment	\$ 13,200				Ln Lines, Bckbrd, Stairs, Brbls, Mats, etc.
22	+			+			Signage	\$ 4,000				Needed
Subtotal							\$ 663,200					
20% Consultant							\$ 132,640	Standard PW Procedure				
10% Contingency							\$ 66,320	Standard PW Procedure				
Total							\$ 862,160	\$862,160 Subtotal Option A				
Option B												
23		+	+	+			Nat. HVAC Digital Controls/Dampers					Needed, better control & comfort for users
24		+	+	+			Lobby HVAC Digital Controls/Dampers					Needed, better control & comfort for users
25		+	+				Condensing Boilers (Pool and Air)					Downsize to 2 smaller high efficinecy boilers
26		+	+				New Boiler Plumbing & Valves					Needed with new boiler(s)
27		+	+	+			HVAC Natatorium Supply Fan VFD					Energy savings
28		+	+	+			Building Heat Pump VFD					Energy savings
29		+	+	+			Pool Heat Pump VFD					Energy savings
30		+	+	+			HVAC Lobby Supply VFD					Energy savings
31		+	+	+			HVAC Lobby Exhaust VFD	\$ 350,000	40K	3 - 6	Yes	Energy savings
32		Z				Z	Heat Exchanger (Pool Water Heat)	\$ 20,000				Is a #2 if new boiler & filters done, new one is less \$
33		+	+	+			Locker Room Plumbing (Showers & Fixtures)	\$ 20,000	500	N/A	No	Water conservation
34		+		+			Interior Doors Replacement	\$ 5,000				All doors are falling apart
35		+		+			Deck Resurfacing	\$ 40,000				Better on feet, easier maint., repair deck drain
36		+		+			Locker Room Painting	\$ 10,000				Needed
37		+	+			+	Washer/Dryer/Refrigerator	\$ 3,500	300	12	Maybe	Washer/dryer need replacing, fridge w/in 5yrs
Subtotal							\$ 448,500					
20% Consultant							\$ 89,700	Standard PW Procedure				
10% Contingency							\$ 44,850	Standard PW Procedure				
Total							\$ 583,050	\$1,445,210 Subtotal Options A & B				
Option C												
38			+				Pool Cover/Blanket	\$ 19,000	4K	4 - 6	Yes	Quick savings, reduces evaporation
39			+				Sewer Deduct Meter	\$ 1,000	500	1 - 2	N/A	Quick savings
Subtotal							\$ 20,000					
20% Consultant							\$ 4,000	Standard PW Procedure				
10% Contingency							\$ 2,000	Standard PW Procedure				
Total							\$ 26,000	\$1,471,210 Subtotal Options A, B & C				
Option D												
40				+			Add Windows in Natatorium (Skylights?)	\$ 20,000				Improve lighting and patron comfort
41				X	+		Admin Offices Remodel	\$ 15,000				Provide CPU protection from air, staff privacy/saftey
42	Y			X	+		Modify Supply/Staff Break Room (if no add on)	\$ 8,000				Provide safe place for staff personal belongings
43				+			Modify Front Desk Reception (if no add on)	\$ 5,000				New reception area if offices done
44			W	+			New Lockers	\$ 15,000				Larger locks, improved potential for revenue
45				+			New Operating Equipment	\$ 6,000				Automatic Pool Vac., Swimsuit Dryer
46				+			Paint Natatorium Ceiling	\$ 20,000				Brighten area, improve lighting, improved look
Subtotal							\$ 89,000					
20% Consultant							\$ 17,800	Standard PW Procedure				
10% Contingency							\$ 8,900	Standard PW Procedure				
Total							\$ 115,700	\$1,586,910 Subtotal Options A, B, C & D				
Option E (Add On)												
47	+	+		+			Family Changing Rooms Remodel	\$ 5,000				Expand room size and add showers
48				+	+		Meeting/Training/Rental Room	\$ 180,000				Added source of revenue
49				+	+		Reception Area/Control Desk	\$ 80,000				Better access control, new welcoming area
50				+	+		Entrance/Vestibule/Hallways	\$ 60,000				Bleacher access control, potential new revenue
51				+	+		Locker Rooms Remodel (Change Layout)	\$ 15,000				Better function and added privacy
52					+		Architect	\$ 68,000				Capacity/Scope of service will vary
Subtotal							\$ 408,000					
20% Consultant							\$ 81,600	Standard PW Procedure				
10% Contingency							\$ 40,800	Standard PW Procedure				
Total							\$ 530,400	\$2,117,310 Subtotal Options A, B, C, D & E				
Option F (Future Items)												
53						+	Replace Roof (PVC product)	\$ 80,000				Do within 5 yrs
54						+	Diving Board	\$ 10,000				Cosmetic now, will be need w/in 10 yrs
55						+	Starting Blocks	\$ 22,000				Cosmetic now, will be need w/in 10 yrs
56						+	Shallow End Guard Chair	\$ 3,000				Do within 10 yrs
57						+	Painting (Interior)	\$ 40,000				Do within 10 yrs
58						+	Painting (Exterior)	\$ 40,000				Do within 10 yrs
Subtotal							\$ 195,000					
20% Consultant							\$ 39,000	Standard PW Procedure				
10% Contingency							\$ 19,500	Standard PW Procedure				
Total							\$ 253,500	\$2,370,810 Subtotal Options A, B, C, D, E & F				
Total							\$ 2,370,810					

# INFORMATIONAL MEMORANDUM

## Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board President

FROM: Kim McCoy, Administrative Director

DATE: October 20, 2015

SUBJECT: **Flooring RFP, Consultant, and Timing**

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### ISSUE

Consideration of industry professional flooring consultant for pool deck flooring project; timing

### FINANCIAL IMPACT

\$1000 - \$3000, depending upon needed level of usage

### BACKGROUND

The pool is in need of highly slip-resistant wet-surface flooring. TPMPD Board of Directors directed staff to assemble request for proposal from various flooring companies. Attorney Brian Snure provided a template conforming to MRSC Small Works Roster requirements. The template references services of a consultant, and Mr. Snure recommends pool consider obtaining consulting services in this case. Aquatics Manager Dave Perkins recommends project scheduling for late February, if possible.

### DISCUSSION

Attorney Brian Snure recommends consideration of professional consultant services for Pool Deck Flooring Project. Dave Perkins recommends work be done, if possible, late February after High School Boys' Swimming Championships

1. In 2003, the small rock aggregate concrete flooring was covered over by Tnemec's Power-Tread Series 237 (a silica aggregate-filled modified polyamine epoxy), spread as a slurry, and sealed by Tneme-Glaze Series 280 (modified polyamine epoxy) – a glaze-like corrosion resistant coating. Armorclad Floors of Seattle installed the flooring, under the oversight of McKinsty, the general contractor.
2. Armorclad had recommended a trowel finish (such as was done adjacent the ADA pool-entry chair), but budgetary restrictions at the time led to the decision by the operational staff at the time to go with a thinner coverage, retaining some of the contours of the rock aggregate concrete flooring.
3. It has been found that, when the surface is wet, there are places in which patrons do find the floor slippery at times. One can lose traction when stepping on small, dime- to quarter-sized pools of water, grouped together, as well as in places smoothed by the necessary regular cleaning of the surface.

4. There are a multiplicity of options, including:

- Stay with Tnemec products. Treat / roughen the current top coat, and apply a thicker, troweled layer, followed by sealant. A Tnemec manufacturer's representative recommends a slightly more expensive ceramic-covered silica aggregate in this case, as the standard silica (sand) used before can leave small surface pitting. Time required: ~ 3 weeks
- Go with either targeted or full-coverage matting. One drawback is durability, with a need to replace all or parts of the matting every 2-3 years.
- Going with a third-party product, of which there are at least 3 found so far that look like possibilities. Some can be installed in less than a week, and are reported to have good durability; some approach 3 weeks. I've excluded solutions that take more time than this (such as full concrete – we would be looking at upwards of 2 months).

5. Yet the fact is, none of the staff has expertise in the flooring industry. A certified consultant, with decades of experience with a variety of media, who can assess our needs, and evaluate the available options – as well as test our current flooring, can significantly reduce the possibility that we will make a mistake in the direction we choose to go.

6. On the recommendation from Brian Snure, and support from Kate Kruller, I sought out a flooring consultant. Hoped to find more than one, but one is all I've come up with so far who works in the Greater Seattle area. I got in touch with Tish Gasparich, Executive Director for the Flooring Association Northwest. It took her a few days, but she did recommend Robert Lucas of FLOORinSPEC out of Bothell, which specializes in commercial flooring consulting, testing and support.

Tish Gasparich's email and Robert Lucas' FLOORinSPEC consultancy sheet follow.

### RECOMMENDATIONS

Staff recommends that we contract with a flooring industry professional to help us ensure that the best flooring choice is made, to run suitable tests if necessary, and to verify that the installers fully and properly perform to contract specifications.

This email was received October 9, 2015 from Tish Gasparich, Executive Director of a local flooring professionals group, Flooring Association Northwest, after we spoke of possible flooring consultants.

On the page following is the attachment she included.

=====

From: Tish Gasparich <tish@flooringassociation.org>  
 Sent: Friday, October 09, 2015 11:51 AM  
 To: 'Kim McCoy'  
 Subject: RE: Flooring consultant for Tukwila Pool  
 Attachments: FIS Intro&Fees 2015.pdf

Hi Kim,

We have a member who is an independent flooring inspector/consultant who comes highly recommended. He does not sell products, nor is he reimbursed by manufacturer's or distributors for placement of their product(s). He is paid by his clients to give them the best information and feedback possible regarding commercial flooring and all of the technical considerations that lead to success or failure of any floor. His basic Introduction and Fee Schedule are attached and his webpage can provide some further background information.

Robert Lucas  
 FLOORinSPEC  
 206-793-6720  
 floorinspec.com

Let me know if this is what you had in mind or if you need help identifying a manufacturer's rep that could help you with a specific product.

All the best,

Tish Gasparich  
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# FLOORinSPEC

COMMERCIAL FLOORING CONSULTANTS, TESTING AND SUPPORT

## *Independent Technical Services for Commercial Flooring*

### **Our Mission:**

*We provide professional, accurate, and unbiased information in a clear and useful format. We supply critical data that can prevent schedule and cost overruns, decrease liability, and ensure warrantable flooring installations for any size project.*

### **...Services:**

- < **Commercial flooring consultation, claim inspections, pre-construction meetings and project oversight for all commercial flooring products**
- < **ASTM F2170 "...Concrete Equilibrium Relative Humidity Testing" (CERH)**
- < **ASTM F1869 "...Concrete Moisture Vapor Emission Testing" (CMVE)**
- < **ASTM F710 "...Preparing Concrete Floors...Resilient Flooring" analysis & testing**
- < **ASTM C1583 & D7234 Pull-Off type testing for underlayment and coatings**
- < **Concrete core cutting & collection for laboratory analysis**

### **...Credentials:**

- < **ACI Certified Flatwork Technician**
- < **ICRI Certified Concrete Moisture Testing Technician**
- < **CFI Certified Carpet Inspector**
- < **IICRC Senior Carpet Inspector and Substrate/Sub-floor completion**
- < **Flooring Association Northwest: Director 2009 – 2010, President 2011 - 2013**
- < **WFCA Certified Flooring Professional**
- < **Member affiliations: ACI, CFI, ICRI, IICRC, WFCA, and FAN**
- < **Over thirty years multi-level industry experience; References upon request**

### **...Cost:**

- < **Consulting:** \$115 per hour; \$690.00 (6 hours) minimum charge
- < **Testing:** \$500.00 minimum; includes up to 6 ASTM F2170 test locations
- < **Trip Charge:** One way per trip, one minute per aerial mile, to the nearest quarter hour; mileage originates from I-5 and I-90 in Seattle; travel beyond 100 miles per quote only
- < **Materials & Supplies:** \$20.00 per CERH test, \$30.00 per CMVE test, \$65.00 per core
- < **Additional Expenses:** Cost plus 20%
- < **Long Term Consulting/Continuous-use:** Contracts negotiated upon request

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

2020 Maltby Road PMB 114, Bothell, WA 98021 ph: 206-793-6720

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Tukwila Pool Metropolitan Park District  
Profit and Loss  
January - December 2015

	2013	2014	Jan-15	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Total	2015 Budget	2015 Monthly
																Set Up by TPAC	Monthly Average through Sep 2015
Income																	
311.00 General Property Tax																	
311.10 Real and Personal Property Tax	681,288	698,279	996	2,977	18,607	273,786	97,063	5,021	1,230	2,716					402,397	716,042	
Total 311.00 General Property Tax	681,288	698,279	996	2,977	18,607	273,786	97,063	5,021	1,230	2,716	0	0	0	0	402,397		
341.70 Sales of Merchandise																	
341.71 Vending Sales																	
341.72 Sales of Taxable Merchandise	2,674	3,474		11	10	3	3	1	43	54	68				192	183	21
Total 341.70 Sales of Merchandise	2,674	3,474	0	11	10	3	3	1	43	54	68	0	0	0	192		
347.00 Cultural and Recreation																	
347.31 Activity Fess (Pass Sales)			916	1,516	2,187	847	662	1,917	1,828	1,546	2,179				13,598	3,000	1,511
347.32 Activity Fees (General Admissions)			1,660	1,942	2,112	1,708	2,461	2,523	4,051	4,545	1,854				22,856	2,833	2,540
347.61 Program Fees (Swim Classes/Instruction)			2,206	4,012	3,449	4,513	4,121	5,960	10,424	11,346	3,995				50,025	10,341	5,558
347.62 Program Fees (Exercise Classes)			54	105	62	107	247	216	105	62	30				988	189	110
347.63 Program Fees (Camps and Special Events)								82	132	3	25				241	141	27
Total 347.00 Cultural and Recreation	180,899	161,367	4,836	7,575	7,810	7,175	7,491	10,698	16,540	17,502	8,082	0	0	0	87,709		9,745
361.90 Interest and Other Earnings																	
361.10 Interest Earnings							13	78							91	100	10
Total 361.90 Interest and Other Earnings	250,000	0	0	0	0	0	13	78	0	0	0	0	0	0	91		
362.00 Rents, Leases and Concessions																	
362.41 Rentals (Short-Term) (One Time)			364	58	723		36	897	2,380	4,199	4,126				12,782	1,825	1,420
362.42 Equipment and Locker Rentals					0	0			247						247	133	27
362.52 Rentals (Long-Term) (Contracted)			363	723	363	5,186	4,414					363	363	363	12,138	2,500	1,349
Total 362.00 Rents, Leases and Concessions	50,723	64,021	727	781	1,086	5,186	4,450	897	2,626	4,199	4,126	363	363	363	25,167		2,796
367.10 Contributions from Private Sources	6,022	25,277				14									14	83	
369.00 Other Misc. Revenue																	
369.90 Misc.	250,081	11,505	4	4	62	747	440	396	52	618	255				2,578		286
Total 369.00 Other Misc. Revenue	250,081	11,505	4	4	62	747	440	396	52	618	255	0	0	0	2,578		
386.00 Sales Tax Collected/Agency Deposits					47	153	237	248	428	411	282				1,806		201
Total Income	1,421,687	963,923	6,563	11,347	27,623	287,064	109,697	17,339	20,920	25,500	12,813	363	363	363	519,954		
Expenses																	
576.20 Operational Expenditures																	
20.10 Salaries and Wages										1,350	1,621				2,971		
11.0 Wages Lifeguard			1,951	4,937	4,076	2,112	2,039	4,209	10,618	9,969	8,813				48,725	5,833	5,414
12.0 Wages Instructor			108	230	2,576	5,772	3,168	4,829	3,898	7,069	4,285				31,933	2,916	3,548
13.0 Wages Head Guard			2,599	6,749	4,456	5,606	9,592	5,421	3,616	2,567	2,421				43,027	2,916	4,781
14.0 Wages Aquatics Manager				7,187	4,792	4,792	4,792	4,792	4,792	4,792	4,792				40,729	4,166	4,525
15.0 Wages Assistant Aquatics Manager			809	2,322	2,387	601	1,836	2,146	1,873	650	3,433				16,057	4,166	1,784
16.0 Wages Executive Director						2,814	4,417	4,657	4,657	4,465	4,465				25,475	3,750	2,831
17.0 Wages Maintenance/Front Office			23	407	1,900	2,062	2,004	3,164	4,844	5,424	4,581				24,407		2,712
18.0 Overtime																	
Total 20.10 Salaries and Wages	267,141	368,083	5,490	21,831	20,186	23,758	27,847	29,218	34,298	36,286	34,410	0	0	0	233,325		25,925
20.20 Personnel Benefits			0	0	0	0	0	0	0	0	0						
21.0 FICA	20,369	28,023	421	1,670	1,544	1,818	2,130	2,235	2,624	2,776	2,694				17,912	1,832	1,990
22.0 Unemployment		844	108	427	367	437	510	491	575	623	565				4,101	717	456
23.0 L&I			35	104	107	121	138	148	179	197	181				1,209	1,040	134
24.0 Benefits/Cafeteria Plan	58,685	70,761				500									500	1,812	56
Total 20.20 Personnel Benefits	79,054	99,628	563	2,201	2,018	2,875	2,778	2,874	3,377	3,596	3,440	0	0	0	23,723		2,636
20.30 Supplies																	
20.31 Office Supplies																250	
31.1 Office supplies		2,378	723	51	98	8	135	77	28	100					1,221	41	136
31.2 Office Furniture										22					22	208	2
31.3 Printing and Copying Supplies			237	237	237	237	237	240	276	237	237				2,173	333	241
31.4 Computer Supplies			414		164		22		88						687		76
Total 20.31 Office Supplies	0	2,378	1,373	288	499	245	394	317	392	359	237	0	0	0	4,103		456
20.32 Program Supplies and Equipment																	
32.1 Exercise Classes																	
32.2 Swim Classes/Instruction				1,071		142	283								1,496	125	166
32.3 Camps and Special Events				362	262	53		65	74	121	157				1,094	41	122
Total 20.32 Program Supplies and Equipment	0	0	0	1,433	262	195	283	65	74	121	157	0	0	0	2,590		288
20.33 Maintenance and Repairs Supplies																	
33.1 Uniforms and Clothing						13				927					940	250	104
33.2 Pool Chemicals	6,720	8,757	426	582	1,049	260	1,466	303	1,037	1,886	654				7,664	666	852
33.3 Cleaning and Janitorial Supplies				820		890	556	367	699	112	622				4,065	250	452
33.4 Lifeguard Supplies and Equip.	14,521	23,332	2,086		763					53					2,902	83	322
33.5 Maintenance Supplies																	
Total 20.33 Maintenance and Repairs Supplies	21,241	32,089	2,512	1,402	1,812	1,163	2,022	671	1,736	2,978	1,276	0	0	0	15,572		1,730
20.34 Miscellaneous Supplies																	
34.1 Supplies Purchased for Inventory/Resale																	
34.2 Small Tools and Minor Equip.								21							21	41	2
Total 20.34 Miscellaneous Supplies	0	0	0	0	0	0	0	21	0	0	0	0	0	0	21		2
Total 20.30 Supplies	21,241	34,467	3,886	3,123	2,573	1,603	2,698	1,074	2,202	3,458	1,670	0	0	0	22,286		
20.40 Services																	
20.41 Professional Services																	
41.1 IT/Computer Service			4,005	479	409	295			239	197	16				5,640	83	627
41.2 Transaction Services/Merchant Fees	4,434	3,822		181	407	265	151	314	359	1,108	591				3,375	400	375
41.3 Legal Services	12,013	26,935	4,085	1,397	1,573	682	2,937	3,081	3,586	319	1,144				18,804	1,666	2,089
41.4 Translation Services								157							157	41	17
41.5 Landscaping Services																	
41.6 Security Services			130	300	308	65	65	1,941	320		85				3,214	116	357
41.7 Bank Charges			60	91	148	187	114	141	115	153	369				1,378	25	153
41.8 Misc. Services	8,638	5,123	429	317	442	496	527	488	436	731	551				4,415	166	491
41.x Payroll Services																	
41.x Fire and Security Services																	
41.x Pest Control																	
Total 20.41 Professional Services	25,085	35,880	8,708	2,764	3,287	1,990	3,794	6,121	5,055	2,508	2,757	0	0	0	36,984		4,109
20.42 Communications																	
42.1 Telephone	2,096	4,891	1,819	1,138	640	849	661	618	649	548	588				7,510	350	834
42.2 Postage and Mailing						32	74	145	97	4	6				359	41	40
42.3 Website/Internet			472	167	178	152	157	5	817	211	50				2,209	500	245
42.4 Program Advertising	7,901	3,880	1,156		1,635				1,581						4,372	791	486
Total 20.42 Communications	9,997	8,771	3,448	1,305	2,453	1,033	892	768	3,144	763	644	0	0	0	14,451		1,606
20.43 Travel																	0
43.1 Travel/Conferences/Conventions		55		56		22									78	41	9
43.2 Training					410		351								761	208	85
Total 20.43 Travel	0	55	0	56	410	22	351	0	0	0	0	0	0	0	839		93
20.44 Rentals and Leases																	
44.1 Heavy Equipment																	
44.2 Office Equipment Leases/Rentals																	
44.3 Facility Ground Lease																	

Tukwila Pool Metropolitan Park District  
Profit and Loss  
January - December 2015

	2013	2014	Jan-15	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Total	2015 Budget	2015 Monthly
76.71 City Bridge Loan (Principle)	80,134	121,145	0	0	0	0	0								0		
76.72 Loans and Bonds (Principle)	113,130	113,131					0								0		
Total 591.76 Debt Service Principle	193,264	234,276	0	0	0	0	0	0	0	0	0	0	0	0	0		
592.76 Debt Service Interest																	
76.81 Loans and Bonds (Interest)			1,567	3,091	1,524	1,510	8,524	1,481	1,467	1,452					20,615	1,553	
Total 592.76 Debt Service Interest	0	0	1,567	3,091	1,524	1,510	8,524	1,481	1,467	1,452	0	0	0	0	20,615		
597.00 Transfer Out																	
00.30.1 Transfer Out to Capital Improvement Fund																	
Total 597.00 Transfer Out																	
Total Non-Operational Expenditures	193,264	234,276	7,073	4,879	3,461	3,565	12,954	5,134	7,991	7,896	3,105	0	0	0	56,058		
Total Expenses	704,273	884,478	50,741	59,001	49,718	56,549	62,447	61,605	70,719	64,596	56,520	4,506	4,506	4,506	545,416		
Net Operating Income	717,414	79,445	-44,178	-47,654	-22,095	230,515	47,250	-44,266	-49,799	-39,096	-43,708	-4,143	-4,143	-4,143	-25,462		
Other Expenses																	
Other Miscellaneous Expense		149,589		1,178		-2		25	0						1,201		
Total Other Expenses	0	149,589	0	1,178	0	-2	0	25	0	0	0	0	0	0	1,201		
Net Other Income	0	-149,589	0	-1,178	0	2	0	-25	0	0	0	0	0	0	-1,201		
Net Income	717,414	-70,144	-44,178	-48,832	-22,095	230,517	47,250	-44,291	-49,799	-39,096	-43,708	-4,143	-4,143	-4,143	-26,663		



Tukwila Pool Metropolitan Park District  
Profit and Loss - Budget  
January - December 2016

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total
Income													
311.00 General Property Tax													
311.10 Real and Personal Property Tax	1,835	4,404	16,147	278,899	100,550	3,670	1,468	2,569	734	227,523	91,743	4,404	733,944
Total 311.00 General Property Tax	1,835	4,404	16,147	278,899	100,550	3,670	1,468	2,569	734	227,523	91,743	4,404	733,944
341.70 Sales of Merchandise													
341.71 Vending Sales													0
341.72 Sales of Taxable Merchandise	40	40	40	40	40	40	40	40	40	40	40	40	480
Total 341.70 Sales of Merchandise	40	40	40	40	40	40	40	40	40	40	40	40	480
347.00 Cultural and Recreation													
347.31 Activity Fess (Pass Sales)	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	19,200
347.32 Activity Fees (General Admissions)	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	31,200
347.61 Program Fees (Swim Classes/Instruction)	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
347.62 Program Fees (Exercise Classes)	120	120	120	120	120	120	120	120	120	120	120	120	1,440
347.63 Program Fees (Camps and Special Events)	50	50	50	50	50	50	50	50	50	50	50	50	600
Total 347.00 Cultural and Recreation	10,370	10,370	10,370	10,370	10,370	10,370	10,370	10,370	10,370	10,370	10,370	10,370	124,440
361.90 Interest and Other Earnings													
361.10 Interest Earnings	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 361.90 Interest and Other Earnings	0	0	0	0	0	0	0	0	0	0	0	0	0
362.00 Rents, Leases and Concessions													
362.41 Rentals (Short-Term) (One Time)	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
362.42 Equipment and Locker Rentals													0
362.52 Rentals (Long-Term) (Contracted)													0
Total 362.00 Rents, Leases and Concessions	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
367.10 Contributions from Private Sources													0
369.00 Other Misc. Revenue													
369.90 Misc.	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Total 369.00 Other Misc. Revenue	300	300	300	300	300	300	300	300	300	300	300	300	3,600
386.00 Sales Tax Collected/Agency Deposits													0
Total Income	14,045	16,614	28,357	291,109	112,760	15,880	13,678	14,779	12,944	239,733	103,953	16,614	880,464
Expenses													
576.20 Operational Expenditures													
20.10 Salaries and Wages													
11.0 Wages Lifeguard	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	66,000
12.0 Wages Instructor	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	42,000
13.0 Wages Head Guard	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	57,600
14.0 Wages Aquatics Manager	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	57,600
15.0 Wages Assistant Aquatics Manager	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	21,600
16.0 Wages Executive Director	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	54,000
17.0 Wages Maintenance/Front Office	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	32,400
18.0 Overtime													0
Total 20.10 Salaries and Wages	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600	27,600	331,200
20.20 Personnel Benefits													
21.0 FICA	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	26,496
22.0 Unemployment	552	552	552	552	552	552	552	552	552	552	552	552	6,624
23.0 L&I	276	276	276	276	276	276	276	276	276	276	276	276	3,312
24.0 Benefits/Cafeteria Plan													0
Total 20.20 Personnel Benefits	3,036	3,036	3,036	3,036	3,036	3,036	3,036	3,036	3,036	3,036	3,036	3,036	36,432
20.30 Supplies													
20.31 Office Supplies													0
31.1 Office supplies	150	150	150	150	150	150	150	150	150	150	150	150	1,800
31.2 Office Furniture													0
31.3 Printing and Copying Supplies	237	237	237	237	237	237	237	237	237	237	237	237	2,840
31.4 Computer Supplies	80	80	80	80	80	80	80	80	80	80	80	80	960
Total 20.31 Office Supplies	467	467	467	467	467	467	467	467	467	467	467	467	5,600
20.32 Program Supplies and Equipment													
32.1 Exercise Classes													0
32.2 Swim Classes/Instruction	150	150	150	150	150	150	150	150	150	150	150	150	1,800
32.3 Camps and Special Events	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Total 20.32 Program Supplies and Equipment	250	250	250	250	250	250	250	250	250	250	250	250	3,000
20.33 Maintenance and Repairs Supplies													
33.1 Uniforms and Clothing	100	100	100	100	100	100	100	100	100	100	100	100	1,200
33.2 Pool Chemicals	810	810	810	810	810	810	810	810	810	810	810	810	9,720
33.3 Cleaning and Janitorial Supplies	450	450	450	450	450	450	450	450	450	450	450	450	5,400
33.4 Lifeguard Supplies and Equip.	350	350	350	350	350	350	350	350	350	350	350	350	4,200
33.5 Maintenance Supplies													0
Total 20.33 Maintenance and Repairs Supplies	1,710	1,710	1,710	1,710	1,710	1,710	1,710	1,710	1,710	1,710	1,710	1,710	20,520
20.34 Miscellaneous Supplies													
34.1 Supplies Purchased for Inventory/Resale													0
34.2 Small Tools and Minor Equip.	50	50	50	50	50	50	50	50	50	50	50	50	600
Total 20.34 Miscellaneous Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600
Total 20.30 Supplies	2,477	2,477	2,477	2,477	2,477	2,477	2,477	2,477	2,477	2,477	2,477	2,477	29,720
20.40 Services													
20.41 Professional Services													
41.1 IT/Computer Service	400	400	400	400	400	400	400	400	400	400	400	400	4,800
41.2 Transaction Services/Merchant Fees	400	400	400	400	400	400	400	400	400	400	400	400	4,800
41.3 Legal Services	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
41.4 Translation Services	20	20	20	20	20	20	20	20	20	20	20	20	240
41.5 Landscaping Services													0
41.6 Security Services	350	350	350	350	350	350	350	350	350	350	350	350	4,200
41.7 Bank Charges	150	150	150	150	150	150	150	150	150	150	150	150	1,800
41.8 Misc. Services	475	475	475	475	475	475	475	475	475	475	475	475	5,700
41.x Payroll Services	235	235	235	235	235	235	235	235	235	235	235	235	2,820
41.x Fire and Security Services													0
41.x Pest Control		200			200			200			200		800
Total 20.41 Professional Services	4,030	4,230	4,030	4,030	4,230	4,030	4,030	4,230	4,030	4,030	4,230	4,030	49,160
20.42 Communications													
42.1 Telephone	800	800	800	800	800	800	800	800	800	800	800	800	9,600
42.2 Postage and Mailing	41	41	41	41	41	41	41	41	41	41	41	41	492
42.3 Website/Internet	250	250	250	250	250	250	250	250	250	250	250	250	3,000
42.4 Program Advertising	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Total 20.42 Communications	1,591	1,591	1,591	1,591	1,591	1,591	1,591	1,591	1,591	1,591	1,591	1,591	19,092
20.43 Travel													
43.1 Travel/Conferences/Conventions	10	10	10	10	10	10	10	10	10	10	10	10	120
43.2 Training	90	90	90	90	90	90	90	90	90	90	90	90	1,080
Total 20.43 Travel	100	100	100	100	100	100	100	100	100	100	100	100	1,200
20.44 Rentals and Leases													
44.1 Heavy Equipment													0
44.2 Office Equipment Leases/Rentals													0
44.3 Facility Ground Lease										10,800			10,800
Total 20.44 Rentals and Leases	0	0	0	0	0	0	0	0	0	10,800	0	0	10,800
20.45 Insurance													
45.x Insurance													0
45.1 Liability Insurance	11,295					654							11,949
Total 20.45 Insurance	11,295	0	0	0	0	654	0	0	0	0	0	0	11,949
20.46 Utility													
46.1 Electrical	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	15,600
46.2 Gas	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
46.3 Water	350	350	350	350	350	350	350	350	350	350	350	350	4,200
46.4 Sewer	660	660	660	660	660	660	660	660	660	660	660	660	7,920
46.5 Garbage													0
Total 20.46 Utility	6,310	6,310	6,310	6,310	6,310	6,310	6,310	6,310	6,310	6,310	6,310	6,310	75,720



Tukwila Pool Metropolitan Park District  
Profit and Loss - Budget  
January - December 2016

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total
20.47 Repairs and Maintenance													
47.1 Facility Repairs/Maintenance	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	2,700	32,400
47.2 Equipment Repairs/Maintenance	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Total 20.47 Repairs and Maintenance	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	38,400
20.48 Miscellaneous													
48.2 Memberships and Dues	80	80	80	80	80	80	80	80	80	80	80	80	960
48.3 Subscriptions	10	10	10	10	10	10	10	10	10	10	10	10	120
48.4 Misc. Service	0	0	0	0	0	0	0	0	0	0	0	0	0
Scholarship Expense													0
Total 20.48 Miscellaneous	90	90	90	90	90	90	90	90	90	90	90	90	1,080
Total 20.40 Services	26,616	15,521	15,321	15,321	15,521	15,975	15,321	15,521	15,321	26,121	15,521	15,321	207,401
20.50 Intergovernmental Services													
51.0 External Taxes and Operating Assessments													0
52.0 Business License													0
53.0 RGRL Fee													0
54.0 Annual Permits				600									600
Total 20.50 Intergovernmental Services	0	0	0	600	0	0	0	0	0	0	0	0	600
Total 576.20 Operational Expenditures	59,729	48,634	48,434	49,034	48,634	49,088	48,434	48,634	48,434	59,234	48,634	48,434	605,353
Depreciation	4,506	4,506	4,506	4,506	4,506	4,506	4,506	4,506	4,506	4,506	4,506	4,506	54,078
Non-Operational Expenditures													
513.20 Advisory Services													
513.21 Board of Commissioners/Meetings/Advisory	350	350	350	350	350	350	350	350	350	350	350	350	4,200
513.23 Public Records Request	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 513.20 Advisory Services	350	350	350	350	350	350	350	350	350	350	350	350	4,200
514.00 Accounting, Audits and Election													
514.20 State Auditor	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800
514.21 Accounting Services	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
Total 514.00 Accounting, Audits and Election	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	31,800
586.00 Sales Tax/Agency	500	500	500	500	500	500	500	500	500	500	500	500	6,000
591.76 Debt Service Principle													
76.71 City Bridge Loan (Principle)	8,742	8,756	8,771	8,786	8,800	8,815	8,830	8,844	8,859	8,874	8,889	8,903	105,868
76.72 Loans and Bonds (Principle)	0	0	0	0	46,537	0	0	0	0	0	47,200	0	93,737
Total 591.76 Debt Service Principle	8,742	8,756	8,771	8,786	55,337	8,815	8,830	8,844	8,859	8,874	56,089	8,903	199,606
592.76 Debt Service Interest													
76.81 Loans and Bonds (Interest)	1,380	1,365	1,351	1,336	11,549	1,307	1,292	1,277	1,262	1,248	10,598	1,218	35,182
Total 592.76 Debt Service Interest	1,380	1,365	1,351	1,336	11,549	1,307	1,292	1,277	1,262	1,248	10,598	1,218	35,182
597.00 Transfer Out													
00.30.1 Transfer Out to Capital Improvement Fund													0
Total 597.00 Transfer Out	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Non-Operational Expenditures	13,621	13,621	13,621	13,621	70,386	13,621	13,621	13,621	13,621	13,621	70,187	13,621	276,788
Total Expenses	77,857	66,762	66,562	67,162	123,527	67,216	66,562	66,762	66,562	77,362	123,327	66,562	936,219
Net Operating Income	-63,812	-50,148	-38,205	223,947	-10,766	-51,336	-52,884	-51,983	-53,618	162,371	-19,374	-49,948	-55,755
Other Expenses													
Other Miscellaneous Expense													0
Total Other Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Income	-63,812	-50,148	-38,205	223,947	-10,766	-51,336	-52,884	-51,983	-53,618	162,371	-19,374	-49,948	-55,755

TO: **Tukwila Pool MPD Board**

FROM: Kim McCoy, Administrative Director

DATE: October 21, 2015

SUBJECT: **Levy Limit Assessment**

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**ISSUE**

Annual Property Assessment and Levy Request for the Tukwila Pool Metropolitan District.

**FINANCIAL IMPACT**

This is our #1 source of revenue –up to a maximum of \$765,488 this coming year, from the levy approved by Tukwila taxpayers a few years ago.

**BACKGROUND**

Each year the King County Department of Assessments asks us to fill out certain forms, pass certain resolutions, and determine at what rate we wish to levy taxes, within the upper limits as defined by law.

**DISCUSSION**

This year, we can go with a maximum of \$765,488. That is \$754,045 (last year's actual regular levy) plus 1%, which is \$7,540, plus new construction, valued at \$3,376, and refunds, \$527.

We also can choose to go with the IPD – Implicit Price Deflator – of 0.25% increase. That would be \$755,930. That is \$754,045 (last year's actual regular levy) plus 0.25%, which is \$1885.

We also could leave the amount at \$754,045, and choose no increase over last year.

The King County assessor with whom I spoke recommended we consider the first option. That, however, is a matter for the TPMPD BOC to decide. If we choose the 1% option, then we will need to issue an Increase Resolution, and a Substantial Need Resolution.

Under RCW 84.55.120, we cannot formally render the decision at this meeting, which is the first meeting in which we bring it up in a public hearing. It could be decided in the November meeting, or at a special called meeting, if advertised in advance. It must take the form of a formal resolution. King County provided sample resolutions, included in this packet. They also provided a Preliminary Levy Limit Worksheet – 2016 Tax Roll, with the assessed numbers for our jurisdiction, also included herein.

**RECOMMENDATIONS**

TPMPD staff recommend discussing available options, and the aim to issue a formal resolution on November 19<sup>th</sup>, at the meeting of the Board of Commissioners. That resolution needs to be received by the Department of Revenue by December 4<sup>th</sup> this year.

**PRELIMINARY****LEVY LIMIT WORKSHEET – 2016 Tax Roll****TAXING DISTRICT: Tukwila Pool Metropolitan Park**

*The following determination of your regular levy limit for 2016 property taxes is provided by the King County Assessor pursuant to RCW 84.55.100.*

(Note 1)

<b>Using Limit Factor For District</b>	<b>Calculation of Limit Factor Levy</b>	<b>Using Implicit Price Deflator</b>
3,555,699	Levy basis for calculation: (2015 Limit Factor) (Note 2)	3,555,699
<b>1.0100</b>	x Limit Factor	<b>1.0025</b>
3,591,256	= Levy	3,564,624
22,560,204	Local new construction	22,560,204
0	+ Increase in utility value (Note 3)	0
22,560,204	= Total new construction	22,560,204
0.14963	x Last year's regular levy rate	0.14963
3,376	= New construction levy	3,376
<b>3,594,632</b>	<b>Total Limit Factor Levy</b>	<b>3,568,000</b>
<b>Annexation Levy</b>		
0	Omitted assessment levy (Note 4)	0
3,594,632	Total Limit Factor Levy + new lid lifts	3,568,000
5,212,623,389	÷ Regular levy assessed value less annexations	5,212,623,389
0.68960	= Annexation rate (cannot exceed statutory maximum rate)	0.68449
0	x Annexation assessed value	0
<b>0</b>	<b>= Annexation Levy</b>	<b>0</b>
<b>Lid lifts, Refunds and Total</b>		
0	+ First year lid lifts	0
3,594,632	+ Limit Factor Levy	3,568,000
<b>3,594,632</b>	= Total RCW 84.55 levy	<b>3,568,000</b>
527	+ Relevy for prior year refunds (Note 5)	527
3,595,159	= Total RCW 84.55 levy + refunds	3,568,527
	Levy Correction: Year of Error _____ (+or-)	
<b>3,595,159</b>	<b>ALLOWABLE LEVY (Note 6)</b>	<b>3,568,527</b>
<b>Increase Information (Note 7)</b>		
0.68970	Levy rate based on allowable levy	0.68459
754,045	Last year's ACTUAL regular levy	754,045
2,837,211	Dollar increase over last year other than N/C – Annex	2,810,579
376.27%	Percent increase over last year other than N/C – Annex	372.73%
<b>Calculation of statutory levy</b>		
	Regular levy assessed value (Note 8)	5,212,623,389
	x Maximum statutory rate	0.75000
	<b>= Maximum statutory levy</b>	<b>3,909,468</b>
	+Omitted assessments levy	0
	=Maximum statutory levy	<b>3,909,468</b>
	Limit factor needed for statutory levy	Not usable

ALL YEARS SHOWN ON THIS FORM ARE THE YEARS IN WHICH THE TAX IS PAYABLE.

*Please read carefully the notes on the reverse side.*

## Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted assessments are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***



**ORDINANCE/RESOLUTION NO. \_\_\_\_\_**  
**RCW 84.55.120**

**WHEREAS**, the \_\_\_\_\_ of \_\_\_\_\_ has met and considered  
 (Governing body of the taxing district) (Name of the taxing district)  
 its budget for the calendar year \_\_\_\_\_; and  
 (Year)

**WHEREAS**, the \_\_\_\_\_ of \_\_\_\_\_ after hearing and after  
 (Governing body of the taxing district) (Name of the taxing district)  
 duly considering all relevant evidence and testimony presented, determined that \_\_\_\_\_  
 (Name of the taxing district)  
 requires a regular levy in the amount of \$\_\_\_\_\_, which includes an increase in property tax  
 revenue from the previous year, and amounts resulting from the addition of new construction and improvements  
 to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of  
 any annexations that have occurred and refunds made, in order to discharge the expected expenses and  
 obligations of the district and in its best interest; now, therefore,

**BE IT RESOLVED** by the \_\_\_\_\_ of \_\_\_\_\_ that an  
 (Governing body of the taxing district) (Name of the taxing district)  
 increase in the regular property tax levy is hereby authorized for the \_\_\_\_\_ levy in the amount of  
 (Year)  
 \$\_\_\_\_\_ which is a percentage increase of \_\_\_\_\_% from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new construction and  
 improvements to property and any increase in the value of state assessed property, and any additional amounts  
 resulting from any annexations that have occurred and refunds made.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

For tax assistance, visit <http://dor.wa.gov> or call (800) 647-7706. To inquire about the availability of this document in an  
 alternate format for the visually impaired, please call (360) 486-2342. Teletype (TTY) users may call (800) 451-7985.

# SAMPLE

## RESOLUTION NO. 2009-15

A RESOLUTION OF THE  COUNCIL OF THE  OF , WASHINGTON, MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF SETTING THE LIMIT FACTOR FOR THE PROPERTY TAX LEVY FOR 2010.

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WHEREAS, RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest levy of the most recent three years plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines, any increase in the value of state-assessed utility property, and other adjustments; and,

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for a taxing jurisdiction with a population of 10,000 or over is the lesser of 101 percent or 100 percent plus inflation; and,

WHEREAS, RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable; and,

WHEREAS, "inflation" for July ~~2009~~ <sup>2014</sup> is ~~99.152~~ <sup>100.251</sup> percent and the limit factor is ~~99.152~~ <sup>100.251</sup> percent, meaning the taxes levied in the City of  in ~~2009~~ <sup>2015</sup> for collection in ~~2010~~ <sup>2016</sup> will decrease except for the amounts resulting from new construction and improvements to property, newly constructed wind turbines, any increase in the value of state-assessed utility property, and other adjustments; and,

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of 101 percent or less with a finding of substantial need by a majority plus one councilmembers;

WHEREAS, the City of [REDACTED] has seen a significant drop in General Fund revenues, including sales tax, due to the economic recession; and,

WHEREAS, expenditures have been significantly reduced in 2009 and 2010 in response to the decrease in revenues; and,

WHEREAS, the Council finds it fiscally prudent to maintain the City's core property tax base; NOW, THEREFORE,

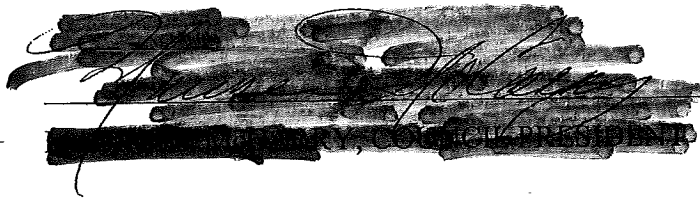
THE CITY COUNCIL OF THE CITY OF [REDACTED] WASHINGTON, DOES  
HEREBY RESOLVE AS FOLLOWS:

Section 1. A finding is made of substantial need under RCW 84.55.0101, which authorizes the use of a limit factor of 100 percent (0 percent property tax increase) for the property tax levy for 2010.

Section 2. This resolution shall be effective immediately upon passage. This Resolution has received the affirmative votes of 7 councilmembers.

PASSED by the City Council this 16th day of November, 2009.

APPROVED:



APPROVED by the Mayor this 16th day of November, 2009.



# SAMPLE

**RESOLUTION NO. 2009- 145**

Re: Levy Limit -Current Expense

WHEREAS, the Board of Chelan County Commissioners has met and considered its budget for the calendar year 2010 for the Current Expense Fund; and

WHEREAS, the population of the County of Chelan is in excess of 10,000; and

WHEREAS, the Board of Chelan County Commissioners have determined that due to continued operational expenses and declining revenues from sales tax and fees, there is a substantial need to set the levy limit at one hundred one percent (101%) for the budget year 2010.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Chelan County to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2010 for Current Expense.

DATED at Wenatchee, Washington this 28<sup>th</sup> day of December, 2009.



**BOARD OF CHELAN COUNTY COMMISSIONERS**

Keith W. Goehner  
KEITH GOEHNER, CHAIRMAN

Ron Walter  
RON WALTER, COMMISSIONER

Doug England  
DOUG ENGLAND, COMMISSIONER

ATTEST:

By: Sally Taylor  
Clerk of the Board

TO: **Tukwila Pool MPD Board**

FROM: Kim McCoy, Administrative Director

DATE: October 20, 2015

SUBJECT: **2016 Contract Renewals**

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**ISSUE**

Contract renewals for professional services and management staff.

**FINANCIAL IMPACT**

Money will need to be allocated in the budget cover to the costs of contracts and salaries.

**BACKGROUND**

Contracts for accounting, legal services, and internal management positions are due to expire at the end of December. The Board of Commissioners need to consider whether to extend each contract, and, if so, for what period of time.

**DISCUSSION**

Attorney Brian Snure has provided drafts of contracts for Accountant Alan Dance, for Attorney Brian Snure, for Administrative Director Kim McCoy, and for Aquatics Manager Dave Perkins. The Board of Commissioners will need to review the drafts, determine whether modifications and extensions shall be made, then determine a time prior to the end of 2016 to implement such extensions.

**RECOMMENDATIONS**

TPMPD staff recommend the board review the agreements this month, and, after discussing with the parties to the contracts, and allowing for modifications as needed, determine whether to ratify any or all of them now, or at the November or December 2016 meeting.

**PROFESSIONAL SERVICES AGREEMENT**  
**Between the Tukwila Pool Metropolitan Park District and**

**GDM Private Financial Solutions**

THIS AGREEMENT is made between the Tukwila Pool Metropolitan Park District, a Washington municipal corporation "TPMPD," and GDM Private Financial Solutions, located and doing business at 11100 NE 8th St., Suite 380, Bellevue, WA 98004 "Contractor."

**I. DESCRIPTION OF WORK.**

Contractor shall perform the following services for the TPMPD:

See Exhibit A.

Contractor further represents that the services furnished under this Agreement will be performed diligently and in accordance with generally accepted professional practices within the Puget Sound region in effect at the time those services are performed.

**II. TERM.** This Agreement shall be effective January 1, 2016 and shall continue until December 31, 2016 unless earlier terminated as provided herein.

**III. COMPENSATION.** The TPMPD shall pay Contractor the fixed fees and hourly rates identified in Exhibit A according to the following invoice schedule:

Contractor shall invoice the TPMPD monthly based on time and materials incurred during the preceding month for services rendered during the preceding month. The TPMPD shall pay all approved invoices within 30 days of receipt. All hourly rates charged shall remain fixed at the negotiated rates throughout the term of this Agreement.

**IV. ADDITIONAL WORK.** If, during the performance of this Agreement or subsequent to completion of the work under this Agreement, services other than those described in Section I are ordered by the TPMPD, the Contractor agrees to provide said services and the TPMPD agrees to compensate the Contractor for the same according to the method determined at the time the additional services are ordered. The Contractor shall not proceed with said additional services until such time as the cost for the additional services and the method of payment are approved in writing by the TPMPD.

**V. INDEPENDENT CONTRACTOR.** The parties intend that an Independent Contractor-Employer Relationship will be created by this Agreement. By their execution of this Agreement, and in accordance with Ch. 51.08 RCW, the parties make the following representations:

- A. The Contractor has the ability to control and direct the performance and details of its work, the TPMPD being interested only in the results obtained under this Agreement.
- B. The Contractor maintains and pays for its own place of business from which Contractor's services under this Agreement will be performed.
- C. The Contractor has an established and independent business that is eligible for a business deduction for federal income tax purposes that existed before the TPMPD retained Contractor's services, or the Contractor is engaged in an independently established trade, occupation, profession, or business of the same nature as that involved under this Agreement.
- D. The Contractor is responsible for filing as they become due all necessary tax documents with appropriate federal and state agencies, including the Internal Revenue Service and the state Department of Revenue.
- E. The Contractor has registered its business and established an account with the state Department of Revenue and other state agencies as may be required by Contractor's business, and has obtained a Unified Business Identifier (UBI) number from the State of Washington.
- F. The Contractor maintains a set of books dedicated to the expenses and earnings of its business.

**VI. TERMINATION.** The TPMPD may terminate this Agreement, with or without cause, upon providing the Contractor seven (7) calendar days written notice at its address set forth on the signature block of this Agreement. The Contractor may terminate this Agreement, with or without cause, upon providing the TPMPD thirty (30) calendar days written notice at its address set forth on the signature block of this Agreement.

**VII. DISCRIMINATION.** The Contractor shall not discriminate against any employee, applicant for employment or any person seeking the services of the Contractor under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or the presence of any sensory, mental or physical handicap.

**VIII. INDEMNIFICATION.** Contractor shall defend, indemnify and hold the TPMPD, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the Contractor's performance of this Agreement, except for that portion of the injuries and damages caused by the TPMPD's negligence. The TPMPD's inspection or acceptance of any of Contractor's work when completed shall not be grounds to avoid any of these covenants of indemnification. The provisions of this section shall survive the expiration or termination of this Agreement.

In the event Contractor refuses tender of defense in any suit or any claim, if that tender was made pursuant to this indemnification clause, and if that refusal is subsequently determined by a court having jurisdiction (or other agreed tribunal) to have been a wrongful refusal on the Contractor's part, then Contractor shall pay all the TPMPD's costs for defense, including all reasonable expert witness fees and reasonable attorneys' fees, plus the TPMPD's legal costs and fees incurred because there was a wrongful refusal on the Contractor's part.

**It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's limited waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The Contractor further acknowledges that Contractor has mutually negotiated this waiver.**

**IX. INSURANCE.** The Contractor shall procure and maintain for the duration of the Agreement, insurance of the types and in the amounts described in **Exhibit B** attached and incorporated by this reference.

**X. CONFIDENTIALITY.** In the performance of the Agreement, Contractor may have access to certain confidential information. Contractor agrees to protect confidential information of District against any unauthorized use or disclosure. Without limitation of the foregoing:

- A. Contractor will use such confidential information solely for the purposes of fulfilling the job requirements.
- B. Contractor will disclose such confidential information only to those employees, Consultants, agents and other representatives who have a need to know the same and who understand and acknowledge their obligation and willingness to preserve and hold such confidential information in strict confidence.

**XI. CONTRACTOR'S WORK AND RISK.** The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those services. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

**XII. OWNERSHIP AND USE OF INTELLECTUAL PROPERTY.** Any records, reports, designs, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials prepared or produced by the Contractor in connection with the services provided hereunder shall be the property of the TPMPD whether the project for which they were created is executed or not. No confidential information obtained or created by Contractor shall be disclosed to any person or party other than the TPMPD without the TPMPD's prior written consent.

### **XIII. MISCELLANEOUS PROVISIONS.**

A. Conflict of Interest. The Contractor represents to the TPMPD that it has no conflict of interest in performing any of the services described herein. In the event that the Contractor is asked to perform services for a project with which it may have a conflict, the Contractor shall immediately disclose such potential conflict to the TPMPD.

B. Non-Waiver of Breach. The failure of the TPMPD to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

C. Resolution of Disputes and Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference or claim, shall only be by filing suit exclusively under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the TPMPD's right to indemnification under Section VII of this Agreement.

D. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

E. Assignment. Any assignment of this Agreement by either party without the written consent of the non-assigning party shall be void.

F. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the TPMPD and Contractor.

G. Entire Agreement. The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the TPMPD, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. Should any

language in any of the exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

H. TPMPD Obligations: The success of this agreement will require collaboration, cooperation and communication. In addition, TPMPD hereby agrees to:

1. Contract with a competent third party payroll service provider.
2. Install and operate a POS system that integrates with our mutual needs.
3. Timely pay for our services as set forth in this letter.

**IN WITNESS, the parties below execute this Agreement, which shall become effective on the last date entered below.**

<p><b>CONTRACTOR:</b></p> <p>By: _____  Alan Dance, CPA</p> <p>DATE: _____</p>	<p><b>TUKWILA POOL METROPOLITAN PARK DISTRICT:</b></p> <p>By: _____  Kate Kruller, Board President</p> <p>DATE: _____</p>
<p><b>NOTICES TO BE SENT TO:</b>  GDM Private Financial Solutions  11100 NE 8<sup>th</sup> St., Suite 380  Bellevue, WA 98004</p>	<p><b>NOTICES TO BE SENT TO:</b>  Board President  Tukwila Pool Metropolitan Park District  6200 Southcenter Blvd.  Tukwila WA 98188</p>

## **EXHIBIT A SCOPE OF WORK**



## **EXHIBIT B INSURANCE REQUIREMENT**

The Contractor shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverage and in the amounts described below. The Contractor shall furnish evidence, satisfactory to the TPMPD, of all such policies with an insurer acceptable to the TPMPD. During the term hereof, the Contractor shall take out and maintain in full force and effect the following insurance policies:

- a. Comprehensive general liability (CGL) insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the “each occurrence” limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage).
- b. Automobile liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of “Any Auto.” Automobile liability coverage shall be written on ISO form CA 00 01, or substitute liability form providing equivalent coverage. If necessary
- c. Such workmen’s compensation and other similar insurance as may be required by law.
- d. Professional liability insurance is required if services delivered pursuant to this agreement, either directly or indirectly, involve or require providing professional services. Such coverage shall cover injury or loss resulting from Contractors’ rendering or failing to render professional services. Contractor shall maintain minimum limits no less than \$1,000,000 per incident, loss, or person, as applicable. If defense costs are paid within the limit of liability, Contractor shall maintain limits of \$2,000,000 per incident, loss, or person, as applicable. If the policy contains a general aggregate or policy limit, it shall be at least two times the incident, loss or person limit. If professional liability insurance is written on a “claims made” basis, the policy shall provide full coverage for prior acts or include a retroactive date that precedes the effective date of this contract.
- e. Contractor agrees to disclose the existence and nature of any limiting endorsement that applies to any liability insurance policy purchased in accord with this contract.
- f. Contractor’s insurance coverage shall be primary insurance as respects the TPMPD and Contractor shall provide documentation of the primary nature of Contractor’s insurance. Any insurance maintained by the TPMPD shall be excess of the Contractor’s insurance and shall not contribute with it.

**PROFESSIONAL SERVICES AGREEMENT**  
**Between the Tukwila Pool Metropolitan Park District and**

**Snure Law Office, PSC**

THIS AGREEMENT is made between the Tukwila Pool Metropolitan Park District, a Washington municipal corporation "TPMPD," and Snure Law Office, PSC, located and doing business at 627 S. 227<sup>th</sup> St., Des Moines, WA 98198 "Contractor."

**I. DESCRIPTION OF WORK.**

Contractor shall perform the following services for the TPMPD:

See Exhibit A.

Contractor further represents that the services furnished under this Agreement will be performed diligently and in accordance with generally accepted professional practices within the Puget Sound region in effect at the time those services are performed.

**II. TERM.** This Agreement shall be effective January 1, 2016 and shall continue until December 31, 2016 unless earlier terminated as provided herein.

**III. COMPENSATION.** The TPMPD shall pay Contractor the hourly rates identified in Exhibit A according to the following invoice schedule:

Contractor shall invoice the TPMPD monthly based on time and materials incurred during the preceding month for services rendered during the preceding month. The TPMPD shall pay all approved invoices within 30 days of receipt. All hourly rates charged shall remain fixed at the negotiated rates throughout the term of this Agreement.

**IV. ADDITIONAL WORK.** If, during the performance of this Agreement or subsequent to completion of the work under this Agreement, services other than those described in Section I are ordered by the TPMPD, the Contractor agrees to provide said services and the TPMPD agrees to compensate the Contractor for the same according to the method determined at the time the additional services are ordered. The Contractor shall not proceed with said additional services until such time as the cost for the additional services and the method of payment are approved in writing by the TPMPD.

**V. INDEPENDENT CONTRACTOR.** The parties intend that an Independent Contractor-Employer Relationship will be created by this Agreement. By their execution of this Agreement, and in accordance with Ch. 51.08 RCW, the parties make the following representations:

- A. The Contractor has the ability to control and direct the performance and details of its work, the TPMPD being interested only in the results obtained under this Agreement.
- B. The Contractor maintains and pays for its own place of business from which Contractor's services under this Agreement will be performed.
- C. The Contractor has an established and independent business that is eligible for a business deduction for federal income tax purposes that existed before the TPMPD retained Contractor's services, or the Contractor is engaged in an independently established trade, occupation, profession, or business of the same nature as that involved under this Agreement.
- D. The Contractor is responsible for filing as they become due all necessary tax documents with appropriate federal and state agencies, including the Internal Revenue Service and the state Department of Revenue.
- E. The Contractor has registered its business and established an account with the state Department of Revenue and other state agencies as may be required by Contractor's business, and has obtained a Unified Business Identifier (UBI) number from the State of Washington.
- F. The Contractor maintains a set of books dedicated to the expenses and earnings of its business.

**VI. TERMINATION.** The TPMPD may terminate this Agreement, with or without cause, upon providing the Contractor seven (7) calendar days written notice at its address set forth on the signature block of this Agreement. The Contractor may terminate this Agreement, with or without cause, upon providing the TPMPD thirty (30) calendar days written notice at its address set forth on the signature block of this Agreement.

**VII. DISCRIMINATION.** The Contractor shall not discriminate against any employee, applicant for employment or any person seeking the services of the Contractor under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or the presence of any sensory, mental or physical handicap.

**VIII. INDEMNIFICATION.** Contractor shall defend, indemnify and hold the TPMPD, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the Contractor's performance of this Agreement, except for that portion of the injuries and damages caused by the TPMPD's negligence. The TPMPD's inspection or acceptance of any of Contractor's work when completed shall not be grounds to avoid any of these covenants of indemnification. The provisions of this section shall survive the expiration or termination of this Agreement.

In the event Contractor refuses tender of defense in any suit or any claim, if that tender was made pursuant to this indemnification clause, and if that refusal is subsequently determined by a court having jurisdiction (or other agreed tribunal) to have been a wrongful refusal on the Contractor's part, then Contractor shall pay all the TPMPD's costs for defense, including all reasonable expert witness fees and reasonable attorneys' fees, plus the TPMPD's legal costs and fees incurred because there was a wrongful refusal on the Contractor's part.

**It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's limited waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The Contractor further acknowledges that Contractor has mutually negotiated this waiver.**

**IX. INSURANCE.** The Contractor shall procure and maintain for the duration of the Agreement, insurance of the types and in the amounts described in **Exhibit B** attached and incorporated by this reference.

**X. CONFIDENTIALITY.** In the performance of the Agreement, Contractor may have access to certain confidential information. Contractor agrees to protect confidential information of District against any unauthorized use or disclosure. Without limitation of the foregoing:

- A. Contractor will use such confidential information solely for the purposes of fulfilling the job requirements.
- B. Contractor will disclose such confidential information only to those employees, Consultants, agents and other representatives who have a need to know the same and who understand and acknowledge their obligation and willingness to preserve and hold such confidential information in strict confidence.

**XI. CONTRACTOR'S WORK AND RISK.** The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or in the future become applicable to Contractor's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of those services. All work shall be done at Contractor's own risk, and Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

**XII. OWNERSHIP AND USE OF INTELLECTUAL PROPERTY.** Any records, reports, designs, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials prepared or produced by the Contractor in connection with the services provided hereunder shall be the property of the TPMPD whether the project for which they were created is executed or not. No confidential information obtained or created by Contractor shall be disclosed to any person or party other than the TPMPD without the TPMPD's prior written consent.

### **XIII. MISCELLANEOUS PROVISIONS.**

A. Conflict of Interest. The Contractor represents to the TPMPD that it has no conflict of interest in performing any of the services described herein. In the event that the Contractor is asked to perform services for a project with which it may have a conflict, the Contractor shall immediately disclose such potential conflict to the TPMPD.

B. Non-Waiver of Breach. The failure of the TPMPD to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option conferred by this Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

C. Resolution of Disputes and Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. If the parties are unable to settle any dispute, difference or claim arising from the parties' performance of this Agreement, the exclusive means of resolving that dispute, difference or claim, shall only be by filing suit exclusively under the venue, rules and jurisdiction of the King County Superior Court, King County, Washington, unless the parties agree in writing to an alternative dispute resolution process. In any claim or lawsuit for damages arising from the parties' performance of this Agreement, each party shall pay all its legal costs and attorney's fees incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law; provided, however, nothing in this paragraph shall be construed to limit the TPMPD's right to indemnification under Section VII of this Agreement.

D. Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

E. Assignment. Any assignment of this Agreement by either party without the written consent of the non-assigning party shall be void.

F. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the TPMPD and Contractor.

G. Entire Agreement. The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the TPMPD, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. Should any language in any

of the exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.

**IN WITNESS, the parties below execute this Agreement, which shall become effective on the last date entered below.**

<b>CONTRACTOR:</b>  By: _____ Brian Snure, President  DATE: _____	<b>TUKWILA POOL METROPOLITAN PARK DISTRICT:</b>  By: _____ Kate Kruller, Board President  DATE: _____
<b>NOTICES TO BE SENT TO:</b> Brian Snure Snure Law Office, PSC 612 S. 227 <sup>th</sup> St. Des Moines, WA 98198	<b>NOTICES TO BE SENT TO:</b> Board President Tukwila Pool Metropolitan Park District 6200 Southcenter Blvd. Tukwila WA 98188

**EXHIBIT A**  
**Scope of Services to be Provided by Contractor**

The Contractor shall be principally responsible for performing all legal work for the District, except where defense is provided through insurance coverage. The following list of duties is illustrative, but is not necessarily inclusive, of the services to be performed by the Contractor:

1. Review or draft contracts, resolutions, interlocal agreements, and other legal documents as requested by the District;
2. Advise the Commissioners and staff members with regard to legal matters relating to their respective duties for the District;
3. Represent the District in all lawsuits and other contested administrative proceedings commenced by or against the District, except where defense is provided exclusively through insurance coverage;
4. Consult with and advise the Commissioners and staff members in person, by telephone, e-mail, or by written memo on District business; and
5. Attend Commission meetings, staff meetings, or other meetings, as requested by the District.

**Contractor Rates 2016**

Attorney time will be billed at the hourly rate of \$225.00 per hour.

Paralegal time will be billed at the rate of \$100.00 per hour.

Meeting travel time shall not exceed .80 for meetings held within the boundaries of the District.

The District will not be billed for normal and customary expenses such as postage, photocopies, legal messenger service, computerized research charges or other nominal expenses. The District will be billed for extraordinary expenses such as filing fees, discovery costs and substantial postage or photocopying costs.

## **EXHIBIT B INSURANCE REQUIREMENT**

The Contractor shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverage and in the amounts described below. The Contractor shall furnish evidence, satisfactory to the TPMPD, of all such policies with an insurer acceptable to the TPMPD. During the term hereof, the Contractor shall take out and maintain in full force and effect the following insurance policies:

- a. Comprehensive general liability (CGL) insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage).
- b. Automobile liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Automobile liability coverage shall be written on ISO form CA 00 01, or substitute liability form providing equivalent coverage. If necessary
- c. Such workmen's compensation and other similar insurance as may be required by law.
- d. Professional liability insurance is required if services delivered pursuant to this agreement, either directly or indirectly, involve or require providing professional services. Such coverage shall cover injury or loss resulting from Contractors' rendering or failing to render professional services. Contractor shall maintain minimum limits no less than \$500,000 per incident, loss, or person, as applicable. If the policy contains a general aggregate or policy limit, it shall be at least two times the incident, loss or person limit. If professional liability insurance is written on a "claims made" basis, the policy shall provide full coverage for prior acts or include a retroactive date that precedes the effective date of this contract.
- e. Contractor agrees to disclose the existence and nature of any limiting endorsement that applies to any liability insurance policy purchased in accord with this contract.
- f. Contractor's insurance coverage shall be primary insurance as respects the TPMPD and Contractor shall provide documentation of the primary nature of Contractor's insurance. Any insurance maintained by the TPMPD shall be excess of the Contractor's insurance and shall not contribute with it.



## **EMPLOYMENT AGREEMENT**

### **Administrative Director**

This Agreement is entered into between Tukwila Pool Metropolitan Park District hereafter referred to as "District" and Kim McCoy hereafter referred to as "Employee".

The District hereby employs Kim McCoy as the Administrative Director of the District who hereby accepts the employment on the terms and conditions set forth below.

**1. Duties.** The Employee shall perform the following duties:

- 1.1.** Perform such services for the District as directed from time to time by the Board of Commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District.
- 1.2.** Perform all duties established by the job description of the position of Administrative Director which is incorporated into this Agreement by this reference. The District retains the right to modify the job description during the term of this Agreement.

**2. Hours of Employment.** The Employee is expected to devote up to forty hours per week to perform the administrative and executive duties assigned to the position. The parties recognize that the Employee must devote time outside of normal office hours and the Employee shall determine the hours of work so as to be available to the public on a predictable and regular basis. The Employee shall not work over 40 hours per week unless authorized in writing in advance by the President of the Board of Commissioners.

**3. Compensation.**

- 3.1. Hourly.** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary of \$\_\_\_\_\_ payable in accordance with the District's normal payroll process. Overtime pay, when approved as provided in Section 2, shall be 150% of the stated hourly wage.

- 3.2. Fringe Benefits.** The Employee shall receive the Fringe Benefits as set forth in Addendum A.

**4. Review.** Wage and benefits shall be reviewed annually by the District.

**5. Term.** This Agreement shall be effective on January 1, 2016 and shall continue in force until \_\_\_\_\_, \_\_\_\_\_ unless extended or terminated as provided by this Agreement.

- 6. Termination Without Cause.** This position is an at-will position. The Employee acknowledges that either party may terminate employment at any time with 15 days advance notice for any reason with or without cause and that the Employee has no expectation of continued employment beyond this fifteen day period. In the event this Agreement is terminated for any reason, the Employee shall receive the following compensation.

**6.1.** Current wages for all hours worked prior to the termination date.

**6.2.** Payment of accrued Paid Time Off.

**6.3.** Reimbursement of unpaid general expenses incurred as provided in Paragraph 7.

- 7. General Expenses.** The District will reimburse the Employee for reasonable job related expenses when approved in advance and on receipt of documentation of such expenses. The Employee is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.

- 8. Employment Attention.** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Employee. Participation in community, business, and civic organizations is encouraged.

- 9. Outside Employment.** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.

**10. General Provisions:**

**10.1.** Except as otherwise provided for herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.

**10.2.** Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach nor a waiver of this provision.

**10.3.** No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.

**10.4.** Except where inconsistent with the terms hereof, Employee shall follow all Employer policies, procedures, rules, regulations, general orders and general

directives.

- 10.5.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 10.6.** The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
- 10.7.** At all times, the Employer has been represented by its attorney. Employee acknowledges that Employee, at all times, had the right to and the availability of independent counsel of Employee's choosing in regard to this Agreement, whether or not Employee chose to exercise that right.

Dated: \_\_\_\_\_, 2015.

TUKWILA POOL METROPOLITAN  
PARK DISTRICT

EMPLOYEE

By: \_\_\_\_\_  
President

\_\_\_\_\_

By: \_\_\_\_\_  
Clerk

ADDENDUM A  
FRINGE BENEFITS – EMPLOYEE

1. **BENEFIT REIMBURSEMENT.** The District will provide Employee with up to \$625.00 per month to reimburse employee for health insurance, retirement benefits or other employment benefits approved by the District in advance. The amount represents 15% of employees salary and is designed to allow employee to obtain fringe benefits and to offset the tax impact of this approach to benefits. The benefit package is not part of the base salary and is subject to modification on an annual basis. Employee shall provide proof of enrollment and payment to receive reimbursement of the benefit funds. If Employee does not use the full benefit amount on a monthly basis, the unused amount shall be forfeited and shall not accrue.
2. **PAID TIME OFF.** The Employee will be entitled to 12 Paid Time Off days accrued at the rate of 1 day per month. The maximum accrual of Paid Time Off is 12 days. Paid Time Off will not expire at the end of the term but will remain subject to the maximum accrual limit.
3. **HOLIDAY LEAVE.** The Employee will be granted the following holidays:

4th Thursday in November	Thanksgiving Day
December 25	Christmas Day

## **EMPLOYMENT AGREEMENT**

### **Aquatics Manager**

This Agreement is entered into between Tukwila Pool Metropolitan Park District hereafter referred to as "District" and David M. Perkins hereafter referred to as "Employee".

The District hereby employs David M. Perkins as the Aquatics Manager of the District who hereby accepts the employment on the terms and conditions set forth below.

**1. Duties.** The Employee shall perform the following duties:

- 1.1.** Perform such services for the District as directed from time to time by the Executive Director in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District.
- 1.2.** Perform all duties established by the job description of the position of Aquatics Manager, which is incorporated into this Agreement by this reference. The District retains the right to modify the job description during the term of this Agreement.

**2. Hours of Employment.** The Aquatics Manager is expected to devote a minimum of forty hours per week to perform the administrative and executive duties assigned to the position. The parties recognize that the Employee must devote time outside of normal office hours and the Employee shall determine the hours of work so as to be available to the public on a predictable and regular basis. The Aquatics Manager is a salaried FLSA exempt executive position and is not entitled to overtime compensation unless authorized in writing in advance by the Board of Commissioners.

**3. Compensation.**

- 3.1. Salary.** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary of \$4,166.66 payable in accordance with the District's normal payroll process.

- 3.2. Fringe Benefits.** The Employee shall receive the Fringe Benefits as set forth in Addendum A.

**4. Review.** Salary and benefits shall be reviewed annually by the District.

**5. Term.** This Agreement shall be effective on January 1, 2016 and shall continue in force until \_\_\_\_\_, 20\_\_ unless extended or terminated as provided by this Agreement.

- 6. Termination Without Cause.** This position is an at-will position. The Employee acknowledges that either party may terminate employment at any time with 30 days advance notice for any reason with or without cause and that the Employee has no expectation of continued employment beyond this thirty day period. In the event this Agreement is terminated for any reason, the Employee shall receive the following compensation.

**6.1.** Current monthly wage for all hours worked prior to the termination date.

**6.2.** Payment of accrued Paid Time Off.

**6.3.** Reimbursement of unpaid general expenses incurred as provided in Paragraph 7.

- 7. General Expenses.** The District will reimburse the Employee for reasonable job related expenses when approved in advance and on receipt of documentation of such expenses. The Employee is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.

- 8. Employment Attention.** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Employee. Participation in community, business, and civic organizations is encouraged.

- 9. Outside Employment.** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.

**10. General Provisions:**

**10.1.** Except as otherwise provided for herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.

**10.2.** Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach nor a waiver of this provision.

**10.3.** No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.

**10.4.** Except where inconsistent with the terms hereof, Employee shall follow all Employer policies, procedures, rules, regulations, general orders and general

directives.

- 10.5.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 10.6.** The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
- 10.7.** At all times, the Employer has been represented by its attorney. Employee acknowledges that Employee, at all times, had the right to and the availability of independent counsel of Employee's choosing in regard to this Agreement, whether or not Employee chose to exercise that right.

Dated: \_\_\_\_\_, 2015.

TUKWILA POOL METROPOLITAN  
PARK DISTRICT

EMPLOYEE

By: \_\_\_\_\_  
President

\_\_\_\_\_

By: \_\_\_\_\_  
Clerk

ADDENDUM A  
FRINGE BENEFITS – EMPLOYEE

1. **BENEFIT REIMBURSEMENT.** The District will provide Employee with up to \$625.00 per month to reimburse employee for health insurance, retirement benefits or other employment benefits approved by the District in advance. The amount represents 15% of employees salary and is designed to allow employee to obtain fringe benefits and to offset the tax impact of this approach to benefits. The benefit package is not part of the base salary and is subject to modification on an annual basis. Employee shall provide proof of enrollment and payment to receive reimbursement of the benefit funds. If Employee does not use the full benefit amount on a monthly basis, the unused amount shall be forfeited and shall not accrue.
2. **PAID TIME OFF.** The Employee will be entitled to 12 Paid Time Off days accrued at the rate of 1 day per month. The maximum accrual of Paid Time Off is 12 days. Paid Time Off will not expire at the end of the term but will remain subject to the maximum accrual limit.
3. **HOLIDAY LEAVE.** The Employee will be granted the following holidays:

4th Thursday in November	Thanksgiving Day
December 25	Christmas Day





# TURKEY RACES

Race events include:

- turkey rally
- turkey cannonball
- turkey toss
- turkey slide

**SATURDAY**  
**1-3pm**  
**NOV 21**



Tukwila Pool 206 267 2350 4414 S 144th St [tukwilapool.org](http://tukwilapool.org)